



**Defense Finance and Accounting Service (DFAS)
Web Invoicing System (WInS)
User Manual**

**Volume 2
MOCAS Public Voucher**

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1. OVERVIEW

The Defense Finance and Accounting Service (DFAS)

The Defense Finance and Accounting Service (DFAS) is the financial and accounting branch of the U.S. Department of Defense (DOD). DFAS currently employs approximately 22,000 people in 22 locations. Its monthly business operations average over 12 million disbursements amounting to \$22 billion.

In addition to managing all DOD financial and accounting resources, the DFAS mission is to reduce costs and improve the quality of DOD financial management through the consolidation, standardization, and integration of procedures, operations, and systems. DFAS is under federal mandate to reduce costs and improve customer service through the use of electronic commerce. A key component of the DFAS electronic commerce strategy is to replace paper invoices and vouchers with electronic invoices and vouchers.

DFAS Web Invoicing

Electronic submission of invoices and vouchers requires the use of electronic data interchange (EDI), the computer-to-computer exchange of routine business information in a standard format. EDI is the equivalent of paper documents when doing business with the DOD. Vendors using EDI for invoicing benefit from reduced processing time, reduced supply and postage expense, fewer errors and omissions, increased data accessibility, and reduced submission/payment cycle time.

Using EDI, however, has typically required costly investments in translation software and the services of a value-added network (VAN). The Electronic Commerce Resource Center (ECRC) Technology Development Activity (TDA) was tasked with developing a cost effective EDI solution to enable small- to medium-sized enterprises (SMEs) to submit electronic invoices/vouchers to DFAS.

ECRC TDA developed invoice/voucher entry applications that are accessible via the Internet on the World Wide Web (Web).

An Overview of the DFAS Web Invoicing System (WInS)

To access the DFAS Web Invoicing System (WInS), an Internet Service Provider (ISP) and Internet client software (a “browser”) are required. Once online, a vendor inputs the DFAS WInS Uniform Resource Locator (URL) <https://ecweb.dfas.mil> into the browser to access the DFAS Web site. The vendor enters invoice/voucher information into the screens provided, then submits the invoice/voucher to DFAS.

All processes related to EDI translation and conversion are transparent to the vendor. Additionally, all EDI translations and conversions use security layers that protect the documents from third-party tampering.

Figure 1a depicts the DFAS WInS Technical Diagram.

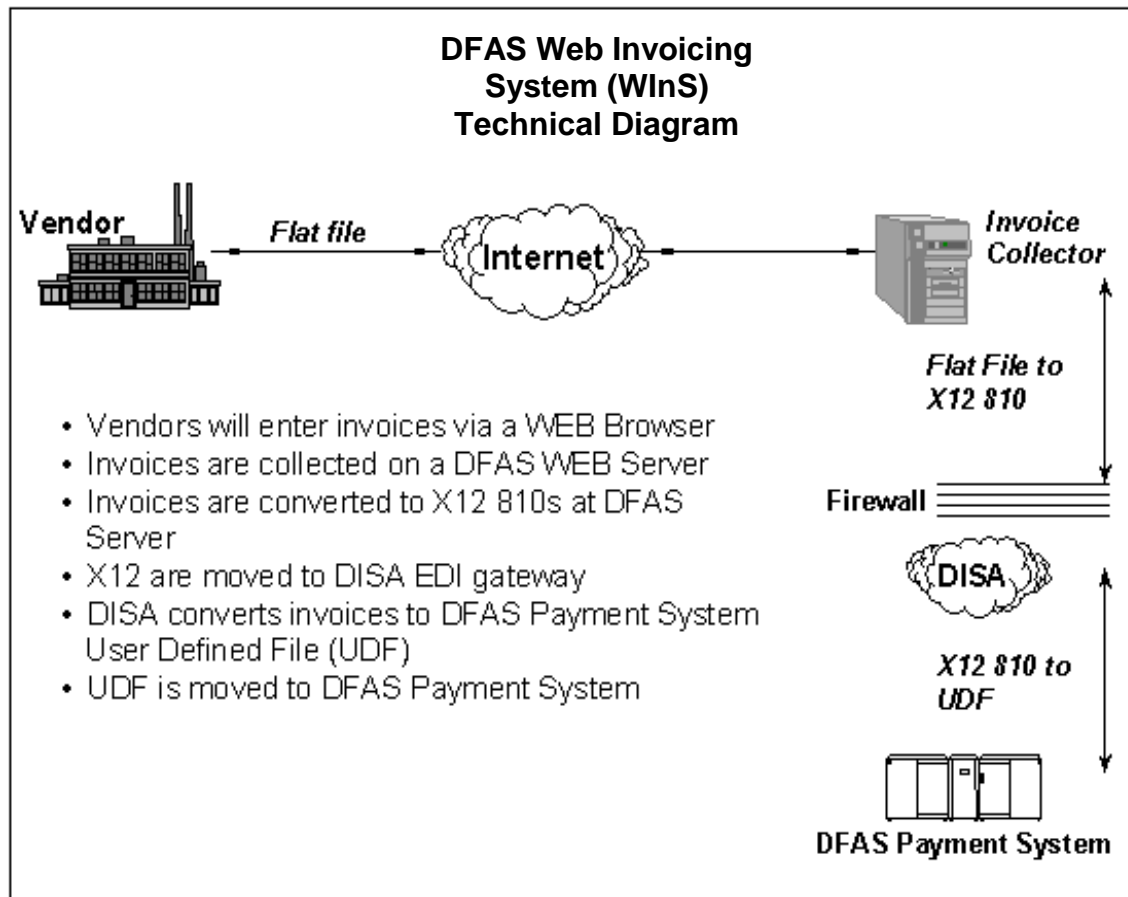


Figure 1a. DFAS Web Invoicing System (WInS) Technical Diagram

In addition to manual entry of data into the DFAS Web site, there are File Transfer Protocol (FTP) batch submission capabilities for several of the invoice types as identified in Appendix A.

The DFAS WInS is administered for DFAS by the Air Force Electronic Commerce Office at Maxwell Air Force Base – Gunter Annex, Montgomery, Alabama. Contact can be made at (334) 416-3587 or (334) 416-5845 or by electronic mail to john.clark@gunter.af.mil.

Presently, the DFAS WInS supports the Mechanization of Contract Administration Services (MOCAS), Standard Automated Material Management System (SAMMS), and Standard Accounting and Reporting System (STARS) payment systems. The long-term goal of DFAS is to incorporate this technology into additional payment systems and additional invoice types. Table 1 depicts the future DFAS WInS capabilities.

TABLE 1. FUTURE DFAS WEB INVOICING SYSTEM (WINS) CAPABILITIES

PAYMENT SYSTEM	DOD ORGANIZATION SUPPORTED	ESTIMATED IMPLEMENTATION DATE
Integrated Accounts Payable System (IAPS)	Air Force Vendor Pay	4th Quarter CY00
Defense Integrated Subsistence Management System (DISMS)	DLA	4th Quarter CY00
Standard Accounting and Reporting System (STARS) Public Vouchers	Navy	4th Quarter CY00
MOCAS Performance Based Progress Payments	All Services/DoD Agencies	1 st Quarter CY01
Defense Procurement Pay System (DPPS) Commercial Invoices, Public Vouchers, Progress Payments	All Services/DoD Agencies	2 nd Quarter CY01

Mechanization of Contract Administration Services (MOCAS)

The Mechanization of Contract Administration Services (MOCAS) pays invoices for hardware supplies as well as for services. MOCAS uses EDI for receipt and storage of commercial invoices, requests for progress payment, and public/cost vouchers.

Table 2 outlines the DFAS payment offices that currently use MOCAS as their administrative and payment system. Vendors currently doing business with any of these payment offices are qualified to use the DFAS WInS.

TABLE 2. MOCAS PAYMENT OFFICES

MOCAS PAYMENT OFFICE NAME	MOCAS PAYMENT OFFICE ADDRESS	MOCAS PAYMENT OFFICE DoDAAC	CUSTOMER SERVICE*
North Entitlements	DFAS-CO-JN		
Bunker Hill Division	DFAS-CO-JNB	SC1016	1-800-725-8491
Minuteman Division	DFAS-CO-JNC	SC1032	1-800-756-4609
New Dominion Division	DFAS-CO-JNF	SC1018	1-800-832-9978
South Entitlements	DFAS-CO-JS	HQ0338	
Capitol Division	DFAS-CO-JSC	HQ0338	1-800-952-9869
Chesapeake Division	DFAS-CO-JSD	HQ0338	1-800-851-2130
Southeast Division	DFAS-CO-JSA	HQ0338	1-800-832-9976
West Entitlements	DFAS-CO-JW	HQ0339	
Gulfcoast Division	DFAS-CO-JWA	HQ0339	1-800-524-9173
Gateway Division	DFAS-CO-JWB	HQ0339	1-800-354-3654
DPRO West Division	DFAS-CO-JWD	HQ0339	1-800-552-7671
Santa Ana Division	DFAS-CO-JWT	HQ0339	1-800-525-6571
Van Nuys Directorate	DFAS-CO-JWV	HQ0339	1-800-553-2839

* Toll-free numbers are only to be used for production follow-up on completion of the WInS test process.

Standard Automated Materials Management System (SAMMS)

The Standard Automated Materials Management System (SAMMS) entitles invoices generated from Defense Logistics Agency commodity supply center contracts.

Table 3 outlines DFAS paying offices that currently use SAMMS as their payment system. Vendors currently doing business with one of these paying offices are qualified to use the DFAS WInS.

TABLE 3. SAMMS PAYMENT OFFICES

SAMMS CONTRACT ISSUING ACTIVITY	SAMMS PAYMENT OFFICE ADDRESS	SAMMS PAYMENT OFFICE DoDAAC	CUSTOMER SERVICE**
Defense Supply Center Columbus (DSCC) -Construction	DFAS-CO-SECC *DFAS-CO-LSCAA	S33181	1-800-553-2829
Defense Supply Center Columbus (DSCC) - Electronics	DFAS-CO-SECE *DFAS-CO-LSCAB	S33184	1-800-553-2829
Defense Supply Center Richmond (DSCR) - General	DFAS-CO-SECG *DFAS-CO-LSCAC	S44073	1-800-453-9373
Defense Supply Center Philadelphia (DSCP) - Industrial	DFAS-CO-SEPI *DFAS-CO-LSCBA	S36054	1-800-453-9373
Defense Supply Center Philadelphia (DSCP) - Clothing and Textile	DFAS-CO-SEPT *DFAS-CO-LSCBA	SC0100	1-800-453-9373
Defense Supply Center Philadelphia (DSCP) - Medical	DFAS-CO-SEPM *DFAS-CO-LSCBA	SC0200	1-800-453-9373

*Effective October 25, 1998, DFAS-CO-S was reorganized. The new payment office names are annotated in the above table with asterisks. Vendors may see either payment office name on their contracts based on the date their contract was awarded.

**Toll-free numbers are only to be used for production follow-up on completion of the WInS test process.

Standard Accounting and Reporting System (STARS)

The Standard Accounting and Reporting System (STARS) pays Navy General Funds invoices. WInS currently has capability to pass Navy field level STARS Commercial Invoices to STARS. Public Vouchers will be available in 3rd Quarter CY00.

Table 4 outlines DFAS Cleveland Center's paying offices that currently use STARS as their payment system. Vendors currently doing business with one of these paying offices are qualified to use the DFAS WInS.

TABLE 4. STARS PAYMENT OFFICES

STARS CONTRACT ISSUING ACTIVITY	STARS PAYMENT OFFICE ADDRESS	STARS PAYMENT OFFICE DoDAAC	CUSTOMER SERVICE*
Defense Finance and Accounting Service (DFAS) - Honolulu	DFAS-PC	N45924	
Defense Finance and Accounting Service (DFAS) - Pensacola	DFAS-PE	N68566	
Defense Finance and Accounting Service (DFAS) - Charleston	DFAS-CH	N8892	
Defense Finance and Accounting Service (DFAS) - Norfolk	DFAS-NO	N45924	
Defense Finance and Accounting Service (DFAS) - Oakland	DFAS-OK	N68994	
Defense Finance and Accounting Service (DFAS) - San Diego	DFAS-SD	N68688	

*

Getting Started With the DFAS Web Invoicing System (WInS)

The following outline describes the preliminary steps for using the DFAS WInS.

Prerequisites: A vendor must:

1. Have a current contract with the DOD. For STARS, vendors may register if they have had a contract within the past six months.
2. Have delivered products or services to the DOD that require payment.
3. Conduct business with a DFAS paying office that has WInS templates (See Tables 2 , 3 and 4 above).
4. Have a computer and modem. Virtually any computer sold today far exceeds the minimum requirements to effectively operate the DFAS WInS; more powerful and faster computers and modems, however, will enhance system performance. For questions regarding computer requirements, contact a regional ECRC at 800-231-2772 for assistance or the WInS System Administrators at (334-416-3587 or 5845).
5. Have an Internet Service Provider (ISP) that is JAVA capable. DFAS recommends the use of Version 4.0 or higher for the two most common browsers, Microsoft Internet Explorer and Netscape Communicator.

6. Have knowledge of the Internet and its use. (A regional ECRC servicing the vendor location can provide government-funded training about the Internet, as well as other electronic commerce technologies and WInS).

Restrictions: A vendor may not use this application for:

1. Invoices or vouchers (except MOCAS Requests for Progress Payments, STARS Commercial Invoices and STARS Public Vouchers) that must be signed by a DOD Certifier. For instance, where the Administrative Contracting Officer (ACO) or other DOD official physically must sign the invoice or voucher prior to submission to DFAS. Examples include DD250s where the ACO certifies for payment the invoice associated with the DD250.
2. Vouchers (SF 1034) until the vendor's billing system is approved by the Defense Contract Audit Agency (DCAA) for direct submission of interim vouchers to DFAS. Even with approval, first and last vouchers for a new contract, or new delivery order on an existing contract, cannot be submitted via WInS. DCAA requires these first and last vouchers be processed through your DCAA Field Office.
3. Invoices or vouchers with transportation costs of \$190.00 or greater for MOCAS and \$250.00 or greater for SAMMS.

Procedures:

Step 1: Access the DFAS WInS Web site (<https://ecweb.dfas.mil>) to:

- a. View WInS startup information, testing procedures, and sample invoice and voucher application screen layouts, and download the DFAS WInS Users Manual. This startup/test information is accessed by clicking the **Help** button on the **WInS Home Page** (Section 2).
- b. Obtain a username and password by establishing a New User Account using the **New Account Request Form Screen** (Section 4) accessed from the **New Account Button** on the **WInS Home Page** (Section 2). The DFAS WInS System Administrator will send you a Username and password via e-mail generally within two business days.

Step 2: Contact DFAS WInS testers as identified in Step 1(a) and begin testing.

Step 3: On completion of successful testing, enter and submit invoices, vouchers and/or progress payments to DFAS. Paper copies of invoices and vouchers are no longer required by the paying office(s).

Using the DFAS Web Invoicing System (WInS)

DFAS WInS uses standard database management system and Web browser features and functions that facilitate data input and navigation through the system. These include:

- Keyboard data entry
- Defined data field types and lengths
- Field to field and screen-to-screen mouse click navigation
- Select list data fields
- Online user help
- Error messages (JavaScript Alerts) for incomplete or incorrect data
- Batch data upload from the user into WInS is now available for MOCAS Commercial Invoices, MOCAS Public Vouchers, SAMMS Commercial Invoices and STARS Commercial Invoices. Batch submission is a method for extracting invoice/voucher data from the user's billing system automatically and converting into an ASCII textfile. This relieves the user from manual data entry into the Web site yet still provides the same tracking status enjoyed by manual entry users.

All users should understand these capabilities prior to using the system. A regional ECRC servicing the vendor location can provide government-funded training on using DFAS WInS.

Note: Although textual information (e.g., alpha characters) used by the DFAS WInS manual data entry templates is not case sensitive, it is preferred that you enter alpha characters in UPPER CASE to facilitate interpretation. New Account Registration and Vendor Profile updates should be entered in mixed case (e.g., 123 Main Street)

Security in the DFAS Web Invoicing System (WInS)

The primary security mechanism for the DFAS WInS is vendor authentication. Vendor authentication requires that you input a valid user identification code (username) and password. Once established, the unique username and password combination prevents unauthorized parties from viewing or tampering with confidential vendor information. Once the username and password are entered at login, the DFAS WInS checks for the presence of this information prior to displaying each screen, or Web page. This prevents unauthorized users from circumventing the login screen and gaining access to the system.

In addition, the DFAS WInS Web servers reside in a secure physical location that restricts access to unauthorized personnel. System backup and recovery procedures and mechanisms are in place to ensure the safety and integrity of information should a system failure occur. The WInS also uses browser encryption capability using Secure Socket Layer (SSL) encryption technology. There is no SLL impact on your browser choice.

Mandatory, Optional, and Conditional Data Fields

Each data field in DFAS WInS is categorized as mandatory, optional, or conditional. Mandatory fields on any screen must be completed with appropriate data prior to continuing to a subsequent screen. Failure to complete all mandatory fields will result in JavaScript Alert messages (see below). Optional fields may be completed at your discretion. Conditional fields must only be completed if your contract requires the information; otherwise, these fields are treated as optional.

Defined Data Field Types and Lengths

Each data field in DFAS WInS has a defined type and length. The type of field determines what data the field may contain; e.g., a numeric field may only contain numeric data -- alpha characters are not allowable. The length of any data field on a screen can be determined by reviewing the data dictionary table corresponding to that screen. Although the on-screen appearance of some data entry fields may appear to accommodate more data than what is defined in the data dictionary for that field, the system will not allow the field to be completely filled. Failure to complete all mandatory fields with the appropriate type and length of data will result in a JavaScript Alert (See below). Each WInS Application Screen has a **Help Button** which calls a data definition table that explains each screen's data entry field requirements.

Selection List Data Selection Fields

Certain data fields in DFAS WInS provide dropdown selection lists. These data fields can be identified by the **Down Arrow** button that appears to the immediate right of the data field, which, when clicked on, accesses the dropdown list.

Online User Help

Many of the screens in DFAS WInS contain context-sensitive user help. The help can be accessed by clicking on the **Help** button for that screen.

JavaScript Alert

A JavaScript Alert is a message that reports an error condition when mandatory information on a screen is not provided or when mandatory, conditional, or optional data is incorrectly entered. Figure 1b depicts an example of a WInS JavaScript Alert. This alert is for the MOCAS Commercial Invoice Header Screen.

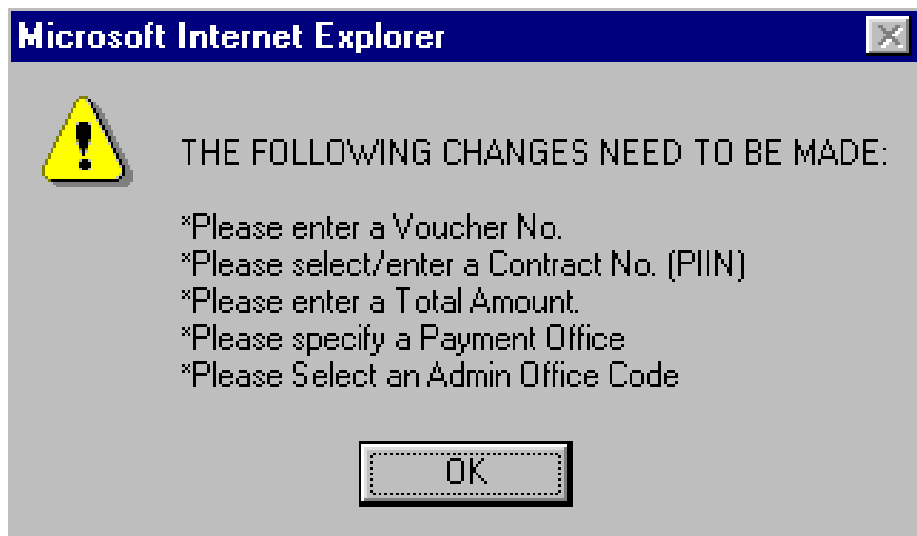


Figure 1b. Example of a MOCAS Public Voucher Header JavaScript Alert Message

The JavaScript Alert indicates the data fields that require user attention. The JavaScript Alert can be closed by clicking on the **OK** button.

System Warnings

DFAS WInS warns you about various inconsistent conditions that exist in your data input. For example, a warning message appears when a system-calculated total does not correspond to a user-entered total. Warning messages can be closed by clicking on the **OK** button.

Year 2000 Compliance

DFAS WInS is Year 2000 compliant. All date fields require that you enter four (4) digits for year to ensure that differences between 1900 and 2000 are captured.

2. DFAS WEB INVOICING SYSTEM (WINS) HOME PAGE

The initial screen in DFAS WInS is the **DFAS Web Invoicing System (WInS) Home Page**. To access the system, a valid username and password must be entered, followed by a single click on the **Login** button. Before accessing any of the invoice templates, a username and password request must be submitted to DFAS by clicking on the **New Account** button and completing the **New Account Request Form** screens (Section 4). The DFAS WInS System Administrator will provide you with your username and password via e-mail, usually within two business days. DFAS recommends that you immediately change your password upon successfully logging into WInS (Section 7, Vendor Profile Update). After receiving your username and password, you must initiate testing with DFAS for each invoice type you wish to submit before you may submit live invoices. Test instructions and test partners may be found by clicking on the **Help** button on this screen.

Figure 2 depicts the **DFAS Web Invoicing System (WInS) Home Page**.



Figure 2. DFAS Web Invoicing System (WInS) Home Page

DFAS WInS Home Page Field Definitions

Table 5 lists the data dictionary for each field on the DFAS WInS Home Page. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 5. DFAS WINS HOME PAGE FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Username	Identifies a unique user	DFAS	Mandatory	Alphanumeric
Password	Access code that coincides with username	DFAS, Vendor	Mandatory	Alphanumeric

The Login, New Account, and Help Buttons

Login

The **Login** button allows you to access the commercial invoice, public voucher, and progress pay submission capabilities of DFAS WInS. A username and password are required to use these capabilities. Clicking on the **Login** button directs you to the **WInS Payment System Picklist Screen** (Section 6).

New Account

The **New Account** button allows a first-time user to register with DFAS. Clicking on the **New Account** button directs you to the **New Account Request Form Screen** (Section 4). A username and password are not required to access the **New Account Request Form Screen**. Vendor changes to registration information, to include requests for access to additional payment systems are made using the Vendor Information Screen (Section 7) **NOT** by submitting an additional **New Account Request Form**.

Help

The **Help** button directs you to the WInS startup information, testing procedures, sample invoice, voucher and progress payment application screen layouts, and the Users Manual. A copy of the startup/testing information is provided in **Appendix A**.

The Version Number may be clicked to display a write-up of the significant changes incorporated with the most current release and a summary of the previous release.

Also accessible from the **DFAS WInS Home Page** are the **U.S. Government Computer System Security Notice** (Section 3), the DFAS Home Page (URL: <http://www.dfas.mil>), and an e-mail address to the DFAS Electronic Commerce Office.

3. WINS COMPUTER SYSTEM SECURITY NOTICE SCREEN

Figure 3 depicts the WInS Computer System Security Notice Screen.

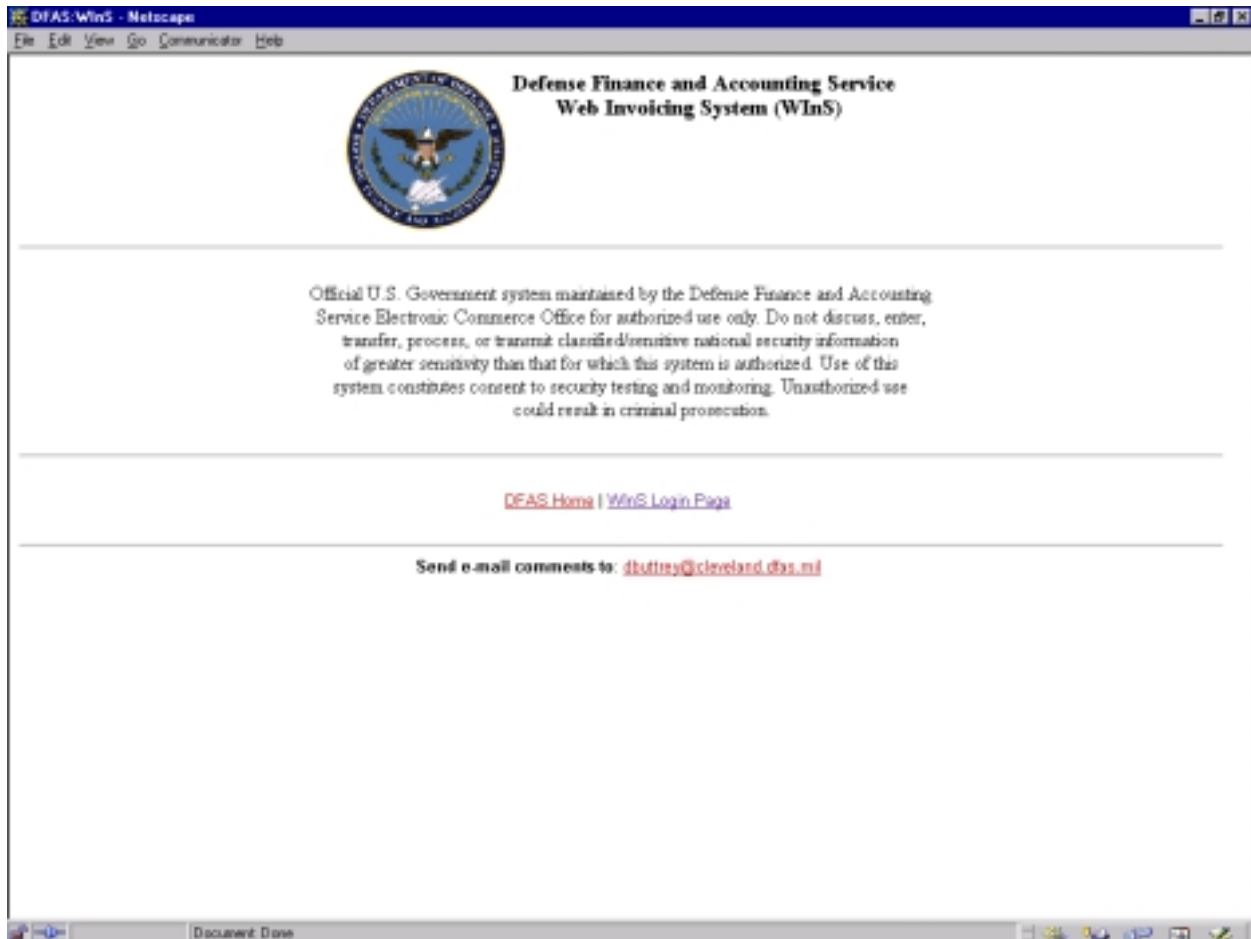


Figure 3. WInS Computer System Security Notice Screen

This screen presents you with three interfaces:

- (1) DFAS Home Page: Directs you to the DFAS Home Page (URL: <http://www.dfas.mil>).
- (2) WInS Login Page: Directs you to the DFAS WInS Home Page.
- (3) E-mail address to the DFAS Electronic Commerce Office.

4. NEW ACCOUNT REQUEST FORM SCREEN

The **New Account Request Form Screen**, accessed by clicking on the **New Account** button (Section 2), allows you to enter general information—a “vendor profile”—about your organization and requests access to at least one of the identified DFAS Payment Systems. Please select only payment systems for which you have currently active contracts. DFAS uses this information to create a vendor profile for testing purposes and for live invoice, voucher, and progress payment submission. You will be sent your username and password via e-mail within two business days of submitting your New Account Request registration.

Figure 4a depicts the **New Account Request Form Screen**.

The screenshot shows a web browser window with the address bar displaying `https://ecweb.dfas.mil/account/profile/account1.cfm`. The page title is "REGISTER FOR THE SYSTEMS YOU WISH TO INVOICE". Below the title, there are four tabs: **MOCAS**, **SAAMS**, **STARS**, and **CAPS**. A instruction reads: "Click on Payment System for Payment Offices for the system".

The main section is titled **NEW ACCOUNT REQUEST FORM**. It contains the following fields and options:

- *Company Name
- *First Name
- *Last Name
- *Cage Code
- *Duns/Duns+4 Code
- *Address1
- Address2
- *City
- *Country/State (Dropdown menu showing "Alabama")
- *Zip Code
- *Phone Number
- Fax Number
- *Email
- Interested in batch submission? (No)
- TACOM WEB_EC direct vendor delivery user? (No)

Below the fields, there are two red buttons: **Continue** and **Go Back**.

At the bottom of the form, there are two red error messages:

- *Field is required
- *Field is required for STARS AND CAPS, AND IAPS, but is optional for others.

Below the error messages, there are two lines of text:

- You may enter more Cage codes after you click continue
- You may enter more Duns codes after you click continue

The browser's taskbar at the bottom shows the Start button, several open applications (regscreenA.bnp - Paint, DFAS: vlns Login - Micro..., https://ecweb.dfas.m...), and the system clock showing 4:21 PM.

Figure 4a. New Account Request Form Screen

The MOCAS, SAMMS, STARS and CAPS Payment System Selection Checkboxes

The **MOCAS, SAMMS, STARS and SAMMS Payment System Selection Checkboxes** allow you to register for one or more payment systems. Simply click on the applicable payment system(s).

Additional options, **Click [here](#) for MOCAS Payment Offices**, **Click [here](#) for SAMMS Payment Offices**, **Click [here](#) for STARS Payment Offices**, and **Click [here](#) for CAPS Payment Offices** direct you to information regarding the various MOCAS, SAMMS, STARS and CAPS payment offices. Again, only select payment systems for which you have active contracts. If, in the future, you are awarded contracts paid by other DFAS payment systems with WInS templates, you may request access to the new payment system by updating your profile through the **Vendor Information Screen** (Section 7). Data Fields identified by asterisks are mandatory and must be provided before WInS will accept the new account registration.

New Account Request Form Screen Field Definitions

Table 6 lists the data dictionary for each field on the **New Account Request Form Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 6. NEW ACCOUNT REQUEST FORM SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Company Name		Vendor	Mandatory	Alphanumeric
First Name	Vendor POC	Vendor	Mandatory	Alphanumeric
Last Name	Vendor POC	Vendor	Mandatory	Alphanumeric
CAGE Code	Commercial and Government Entity Code	DLIS	Mandatory	5 characters, Alphanumeric (No letter 'O')
DUNS/DUNS +4 Code	DUNS Code	Vendor	Conditional	9 or 13 digit numeric (no hyphens)
Address1		Vendor	Mandatory	Alphanumeric
Address2		Vendor	Optional	Alphanumeric

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
City		Vendor	Mandatory	Alphanumeric
Country/State		Vendor	Mandatory	Select from list
Zip Code		Vendor	Mandatory	Alphanumeric
Phone Number		Vendor	Mandatory	Alphanumeric
Fax Number		Vendor	Optional	Alphanumeric
Email		Vendor	Mandatory	Alphanumeric
Interested in batch submission?		Vendor	Mandatory	Select 'Yes' or 'No'
TACOM WEB_EC direct vendor delivery user?	Applies to MOCAS Commercial Invoices only.	Vendor	Mandatory	Select 'Yes' or 'No'

The Continue and Go Back Buttons



The **Continue** button directs you to the **Vendor CAGE Code / DUNS Code Selection Screen** (Figure 4b).



The **Go Back** button directs you to the **DFAS WInS Home Page** (Section 2).

Figure 4b depicts the **Vendor CAGE Code / DUNS Code Selection Screen**.

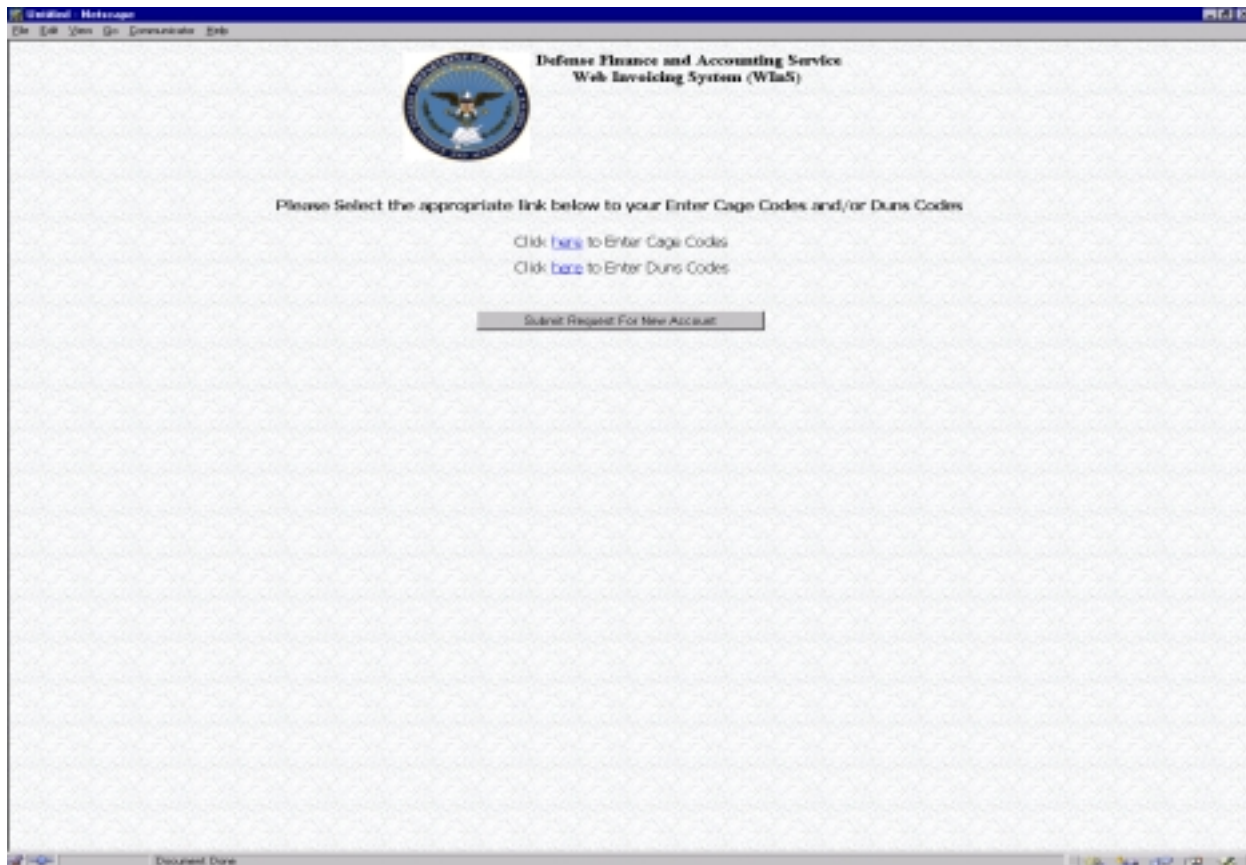


Figure 4b. Vendor CAGE Code / DUNS Code Selection Screen

The first option, **Click here to Enter Cage Codes**, directs you to the Vendor CAGE Code Registration Screen (Figure 4c). Additional Cage Codes may be entered from this screen as necessary. The New Account Request can then be submitted from the Vendor CAGE Code Registration Screen.

The second option, **Click here to Enter Duns Codes**, directs you to the Vendor Duns Code Registration Screen (Figure 4d). Additional Duns Codes may be entered from this screen as necessary.

The Continue Button



The **Continue** button submits the **New Account Request** to DFAS WInS, unless access to the STARS payment system has been requested. For STARS requests, the user is directed to the **STARS Contract and Invoice Certification Information Screen** described in Section 4 of the STARS User Manual.

Figure 4c depicts the **Vendor CAGE Code Registration Screen**.

VENDOR CAGE CODES

CageCode

Add **Clear**

Continue

EDIT	CAGE CODE
Click Here	0300300
Click Here	12345

Figure 4c. Vendor CAGE Code Registration Screen

The CAGE Code Add, Clear, and Continue Buttons

- Add** The **Add** button adds the CAGE Code to the initial registration from Figure 4a.
- Clear** The **Clear** button clears data from the CAGE Code data field before it has been submitted to the Vendor Information.
- Continue** The **Continue** button returns you to the **Vendor CAGE Code / DUNS Code Selection Screen** where you can submit the **New Account Request**.

The **Click Here** hyperlink allows an individual CAGE Code line item to be edited.

Figure 4d depicts the **Vendor DUNS Code Registration Screen**.

VENDOR DUNS CODES

Duns Code

Add **Clear**

Continue

TEXT	DUNS CODE
Click Here	123456789

Document Done

Figure 4d. Vendor DUNS Code Registration Screen

The DUNS Code Add, Clear, and Continue Buttons

Add

The **Add** button adds the DUNS Code to the initial registration from Figure 4a.

Clear

The **Clear** button clears data from the DUNS Code data field before it has been submitted to the Vendor Information.

Continue

The **Continue** button returns you to the **Vendor CAGE Code / DUNS Code Selection Screen** where you can submit the **New Account Request**.

The **Click Here** hyperlink allows an individual DUNS Code line item to be edited

Figure 4e depicts the **Account Request OK Screen**.

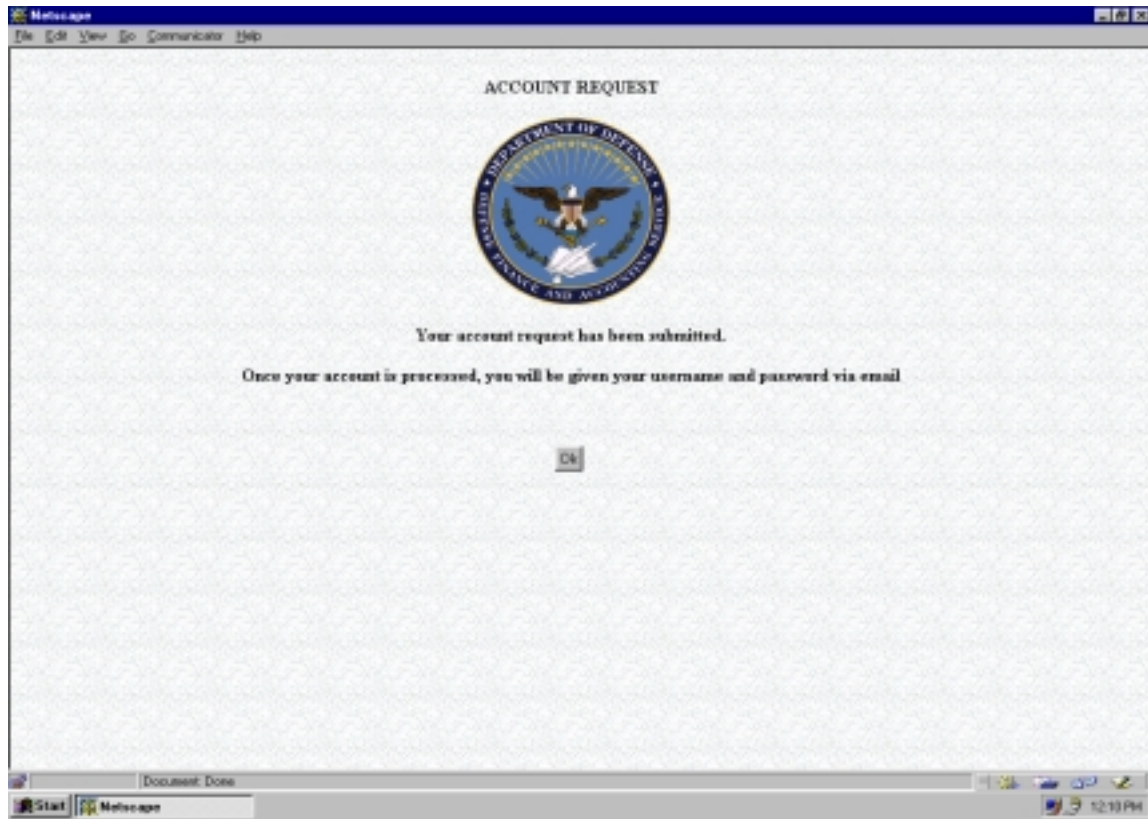


Figure 4e. Account Request OK Screen

The OK Button



The **OK** button directs you to the **DFAS WinS Home Page** (Section 2).

Note: On receipt of a username and password, and prior to submission of actual invoices and vouchers, test transactions must be successfully processed. Refer to *Section 1, Overview, Procedures, Steps 1 and 2*, for testing procedures.

5. WINS INVOICE ENTRY WARNING NOTIFICATION SCREEN

When an invoice, voucher or progress payment request (PPR) has not been successfully submitted to DFAS WInS (incomplete invoice), the **WInS Invoice Entry Notification Warning Screen** appears. This screen, which provides status information directly after logging into the system, appears only when incomplete invoices, vouchers or progress payment requests are present. This warning will continue to appear after logging in until you either delete the invoice, voucher or progress payment request or complete and submit it to WInS. See the appropriate Submitted Commercial Invoices, Vouchers or Request for Progress Payment List Screen(s) for instructions on deleting or completing incomplete invoices or vouchers (Sections 13, 21, or 29). You will also receive this incomplete invoice/voucher/PPR information via e-mail as a reminder until the invoice, voucher or progress payment request is completed and successfully submitted to WInS.

Figure 5 depicts a sample WInS Invoice Entry Notification Warning Screen.

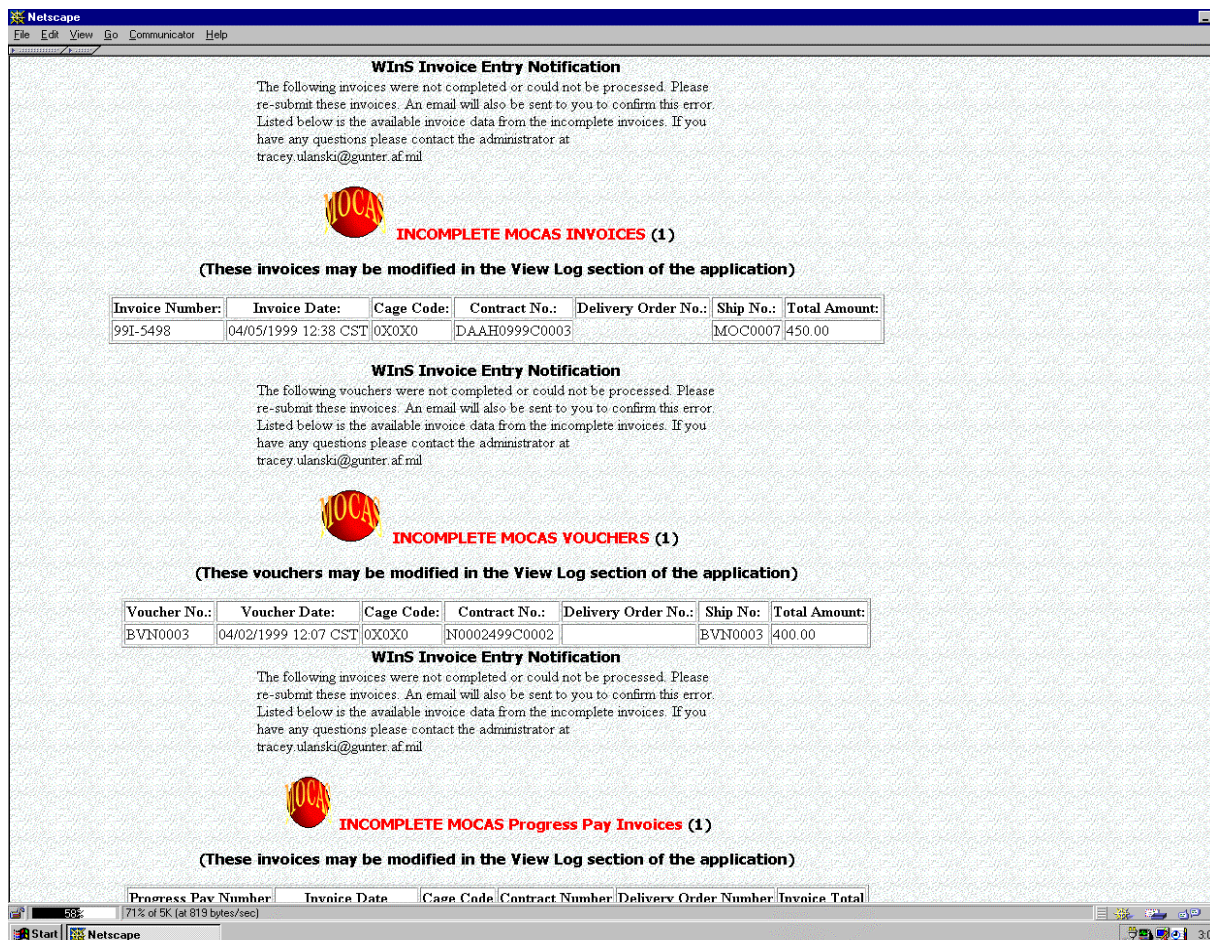


Figure 5. WInS Invoice Entry Notification Warning Screen

Continue

Clicking on the **Continue** button directs you to the **WInS Payment System Picklist Screen** (Figure 6).

6. WINS PAYMENT SYSTEM PICKLIST SCREEN

Once in WInS, you must select an accessible payment system for entering an invoice, voucher or progress payment request by clicking on the payment system button in the left margin. Accessible payment systems are color-coded Green. If you have active contracts with a payment system that is not currently accessible (color-coded Red), you may request access by clicking on the **Vendor Profile** button in the left margin and following the directions for access request (Section 7).

Figure 6 depicts the **WInS Payment System Picklist Screen**.

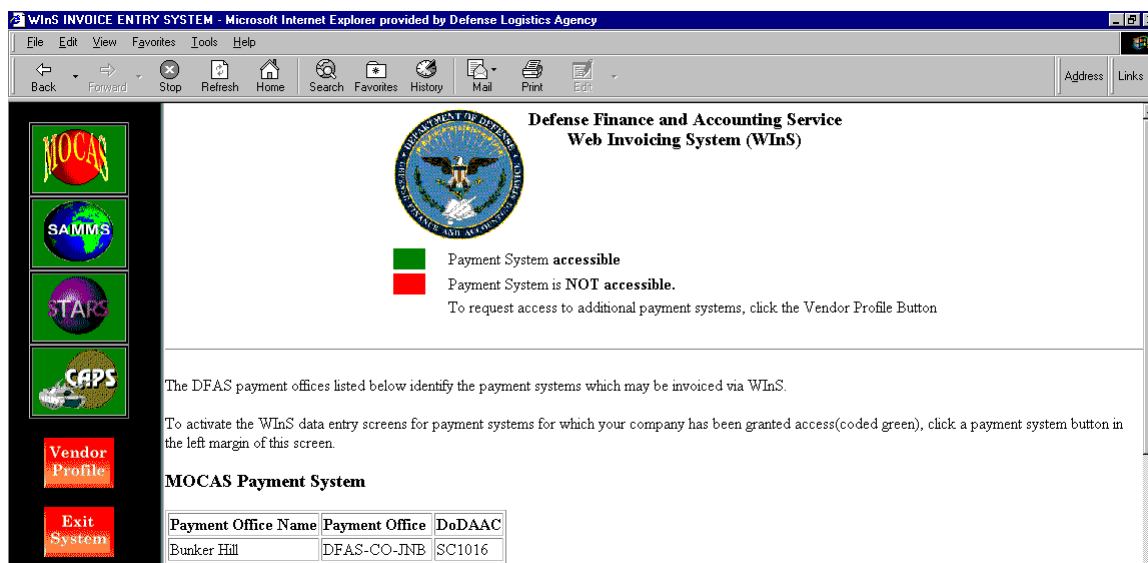


Figure 6. WInS Payment System Picklist Screen

If you are uncertain about which payment system pays your invoice, voucher or progress payment request, scroll down the Picklist and review the tabular data for the currently available payment systems (MOCAS, SAMMS, STARS and CAPS) as shown in Figure 6 (Continued) below. Once you have identified the correct payment system, select the appropriate WInS data entry screens by clicking on a payment system identified in the left margin of this screen.


WinS INVOICE ENTRY SYSTEM - Microsoft Internet Explorer provided by Defense Logistics Agency

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address Links







Vendor Profile

Exit System



**Defense Finance and Accounting Service
Web Invoicing System (WinS)**

 Payment System accessible
 Payment System is NOT accessible.
 To request access to additional payment systems, click the Vendor Profile Button

The DFAS payment offices listed below identify the payment systems which may be invoiced via WinS.

To activate the WinS data entry screens for payment systems for which your company has been granted access(coded green), click a payment system button in the left margin of this screen.

MOCAS Payment System

Payment Office Name	Payment Office	DoDAAC
Bunker Hill	DFAS-CO-JNB	SC1016
Minuteman	DFAS-CO-JNC	SC1032
New Dominion	DFAS-CO-JNF	SC1018
Southeast	DFAS-CO-JSA	SC1020
Capitol	DFAS-CO-JSC	SC1034
Chesapeake	DFAS-CO-JSD	SC1030
Gulfoast	DFAS-CO-JWA	SC1024
Gateway	DFAS-CO-JWB	SC1028
DPRO West	DFAS-CO-JWD	SC1002
Santa Ana	DFAS-CO-JWT	SC1006
Van Nuys	DFAS-CO-JWV	SC1004

SAMMS Payment System

Payment Office Name	Payment Office	DoDAAC
(DSCC Construction) DFAS-CO-LSCAA (SECC) S33181	DFAS-CO-LSCAA	S33181
(DSCC Electronic) DFAS-CO-LSCAB (SECE) S33184	DFAS-CO-LSCAB	S33184
(DSCR General) DFAS-CO-LSCAC (SECG) S44073	DFAS-CO-LSCAC	S44073
(DSCP Industrial) DFAS-CO-LSCBA (SEPI) S36054	DFAS-CO-LSCBA	S36054
(DSCP Clothing/Textile) DFAS-CO-LSCBA (SEPT) SC0100	DFAS-CO-LSCBA	SC0100
(DSCP Medical) DFAS-CO-LSCBA (SEPM) SC0200	DFAS-CO-LSCBA	SC0200

STARS Payment System

Payment Office Code	Payment Office Name
N45924	DFAS Honolulu (DFAS-PC) [N45924]
N68566	DFAS Pensacola (DFAS-PE) [N68566]
N68892	DFAS Charleston (DFAS-CH) [N68892]
N68732	DFAS Norfolk (DFAS-NO) [N68732]
N68894	DFAS Oakland (DFAS-OK) [N68894]
N68688	DFAS San Diego (DFAS-SD) [N68688]
N00367	Stars Test Region (FMSO)[N00367]

CAPS Payment Offices

Office Code	Office Location
HQ0300	LAWTON/FT. SILL
HQ0302	ROME
M67443	KANSAS CITY

Start | Exploring - Wins | Microsoft Word - MSPL with CAP... | JDLA Support Se... | WinS INV01... | MSPL with CAP... | Internet | 4:48 PM

**Figure 6. WinS Payment System Picklist Screen
(Continued)**

The MOCAS, SAMMS, STARS and CAPS Buttons



The **MOCAS**, **SAMMS**, **STARS** and **CAPS** buttons direct you to the appropriate payment system.

The Vendor Profile and Exit System Buttons



The **Vendor Profile** button directs you to the **Vendor Information Screen** (Section 7) where you may change your vendor registration information, to include changing your password, or request access to additional DFAS payment systems.



The **Exit System** button directs you to the **WInS Home Page** (Section 2).

7. VENDOR INFORMATION SCREEN

The **Vendor Information Screen** allows you to view and modify your vendor information as maintained by DFAS WInS. All data fields may be edited except the username which is assigned by the application to be vendor-unique. WInS forwards your vendor profile update to the appropriate DFAS payment office(s). You will receive a copy of this e-mail message as confirmation that the change was accepted into your WInS vendor profile, and forwarded to DFAS. You may also request access to additional DFAS payment systems serviced by WInS by clicking on the **Payment System** button(s) on the lower right of the **Vendor Information Screen** (Figure 7a). The **Payment System Icons** on the bottom left of Figure 7a indicate those systems for which you currently have access. Figure 7a depicts the **Vendor Information Screen**

Profile - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address

Company: WInS Testing Company

First Name: Keith

Last Name: Bowman

Address 1: 1931 Jefferson Davis Highway

Address 2:

City: Arlington

Country/State: Virginia

Zip: 22240

Phone: (703) 607-3757

Fax:

Email: keith.bowman@dfas.mil

Interested in batch submission? Yes

TACOM WEB_EC direct vendor delivery user? No

USERNAME: mocas

PASSWORD:

CONFIRM PASSWORD:

Click [here](#) to view/edit your system Cage codes

Click [here](#) to view/edit your system Duns codes

System	Payment Offices	Account Status
MOCAS	Offices	You have access
SAMMS	Offices	You have access
STARS	Offices	Approved to submit live invoices
CAPS	Offices	You have access

Update Reset Go Back

Done

Internet

Start

Sent Items ...

DLA Supp...

Profile - ...

Exploring - ...

Microsoft

vpro1 - Paint

11:03 AM

Figure 7a. Vendor Information Screen

Vendor Information Screen Field Definitions

Table 7 lists the data dictionary for each field on the **Vendor Information Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 7. VENDOR INFORMATION SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Company		Vendor	Mandatory	Alphanumeric
First Name		Vendor	Mandatory	Alphanumeric
Last Name		Vendor	Mandatory	Alphanumeric
Address1		Vendor	Mandatory	Alphanumeric
Address2		Vendor	Optional	Alphanumeric
City		Vendor	Mandatory	Alphanumeric
State		Vendor	Mandatory	Alphanumeric
Zip		Vendor	Mandatory	Alphanumeric
Phone		Vendor	Mandatory	Alphanumeric
Fax		Vendor	Optional	Alphanumeric
Email		Vendor	Mandatory	Alphanumeric
Interested in batch submission?		Vendor	Mandatory	Select 'Yes' or 'No' from list
TACOM WEB_EC direct vendor delivery user?		Vendor	Mandatory	Select 'Yes' or 'No' from list
Username		Vendor	Mandatory	Alphanumeric
Password		Vendor	Mandatory	Alphanumeric

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Confirm Password		Vendor	Mandatory	Alphanumeric

The Update, Reset, and Go Back Buttons

Update

After you modify any vendor information, the **Update** button saves the new information and forwards an update to DFAS. If CAGE Code information has changed, see the note at the bottom of the **Vendor Information Screen** (Figure 7a), which directs you to the **Vendor CAGE Code Screen** (Figure 7b). If DUNS Code information has changed, see the note at the bottom of the **Vendor Information Screen** (Figure 7a), which directs you to the **Vendor DUNS Code Screen** (Figure 7d).

Reset

The **Reset** button clears any vendor-entered changes that have not yet been submitted via the **Update** button, and restores the original information.

Go Back

The **Go Back** button directs you to the **WInS Payment System Picklist Screen** (Section 6).

Figure 7b depicts the **Vendor CAGE Codes Screen**

VENDOR CAGE CODES

Cage Code

Add **Clear** **Go Back**

EDIT	CAGE CODE
Click Here	0X0X0
Click Here	12345
Click Here	22122

Figure 7b. Vendor CAGE Code Screen

The Add, Clear, and Go Back Buttons

Add

Once a CAGE Code has been entered into the CAGE Code data field, the **Add** button inserts the data into a line item on the **Vendor CAGE Code Screen** and resets the data field for the next CAGE Code Entry.

Clear

The **Clear** button clears out any CAGE Code entered into the data field but not yet submitted via the **Add** button.

Go Back

The **Go Back** button directs you to the **Vendor Information Screen** (Figure 7a).

Click Here directs you to the **Vendor CAGE Code Screen (Updates)** and displays the chosen CAGE Code from that CAGE Code Record.

Figure 7c depicts the **Vendor CAGE Code Screen (Updates)**.

The screenshot shows a Netscape browser window titled "Vendor CAGE CODES". Inside the window, there is a text input field labeled "CageCode" containing the value "X000X". Below this field are four red buttons: "Update", "Reset", "Cancel", and "Delete". Below the buttons is a table with two columns: "EDIT" and "CAGE CODE". The "EDIT" column contains a link that says "Click Here". The "CAGE CODE" column contains the value "X000X".

Figure 7c. Vendor CAGE Code Screen (Updates)

The Update, Reset, Cancel, and Delete Buttons

- Update** Once the CAGE Code has been edited, the **Update** button records the change on the **Vendor CAGE Code Screen**.
- Reset** After the CAGE Code has been edited in the data field, but before submitting with the **Update** button, the **Reset** button will restore the original CAGE Code to the data field on the **Vendor CAGE Code Screen** (Figure 7b).
- Cancel** The **Cancel** button returns you to the pre-edit data set from the **Vendor CAGE Code Screen** (Figure 7b).
- Delete** The **Delete** button deletes the identified CAGE Code unless it is the last remaining CAGE Code on the **Vendor CAGE Code Screen** (Figure 7b).

Figure 7d depicts the **Vendor DUNS Codes Screen**.

EDIT	DUNS CODE
Click Here	123456789

Figure 7d. Vendor DUNS Code Screen

The Add, Clear, and Go Back Buttons

- Add** Once a DUNS Code has been entered into the DUNS Code data field, the **Add** button inserts the data into a line item on the **Vendor DUNS Code Screen** and resets the data field for the next DUNS Code Entry.
- Clear** The **Clear** button clears out any DUNS Code entered into the data field but not yet submitted via the **Add** button.
- Go Back** The **Go Back** button directs you to the **Vendor Information Screen** (Figure 7a).

Click Here directs you to the **Vendor DUNS Code Screen (Updates)** and displays the chosen DUNS Code from that DUNS Code Record.

Figure 7e depicts the **Vendor DUNS Code Screen (Updates)**.

The screenshot shows a Netscape browser window displaying a web form titled "VENDOR DUNS CODES". At the top, there is a text input field labeled "DUNS Code" containing the value "123456789". Below this field are four red buttons: "Update", "Reset", "Cancel", and "Delete". Below the buttons is a table with two columns: "EDIT" and "DUNS CODE". The "EDIT" column contains a blue hyperlink labeled "Click Here". The "DUNS CODE" column contains the value "123456789".

Figure 7e. Vendor DUNS Code Screen (Updates)

The Update, Reset, Cancel, Delete, and Go Back Buttons

Update

Once the DUNS Code has been edited, the **Update** button records the change on the **Vendor DUNS Code Screen**.

Reset

After the DUNS Code has been edited in the data field, but before submitting with the **Update** button, the **Reset** button will restore the original DUNS Code to the data field on the **Vendor DUNS Code Screen** (Figure 7d).

Cancel

The **Cancel** button returns you to the pre-edit data set from the **Vendor DUNS Code Screen** (Figure 7d).

Delete

The **Delete** button deletes the identified DUNS Code unless it is the last remaining DUNS Code on the **Vendor DUNS Code Screen** (Figure 7d).

Once information on the **Vendor Information Screen** has been updated, the **Vendor Information Update Submission OK Screen**, shown below, appears as verification.

Figure 7f depicts the **Vendor Information Update Submission OK Screen**

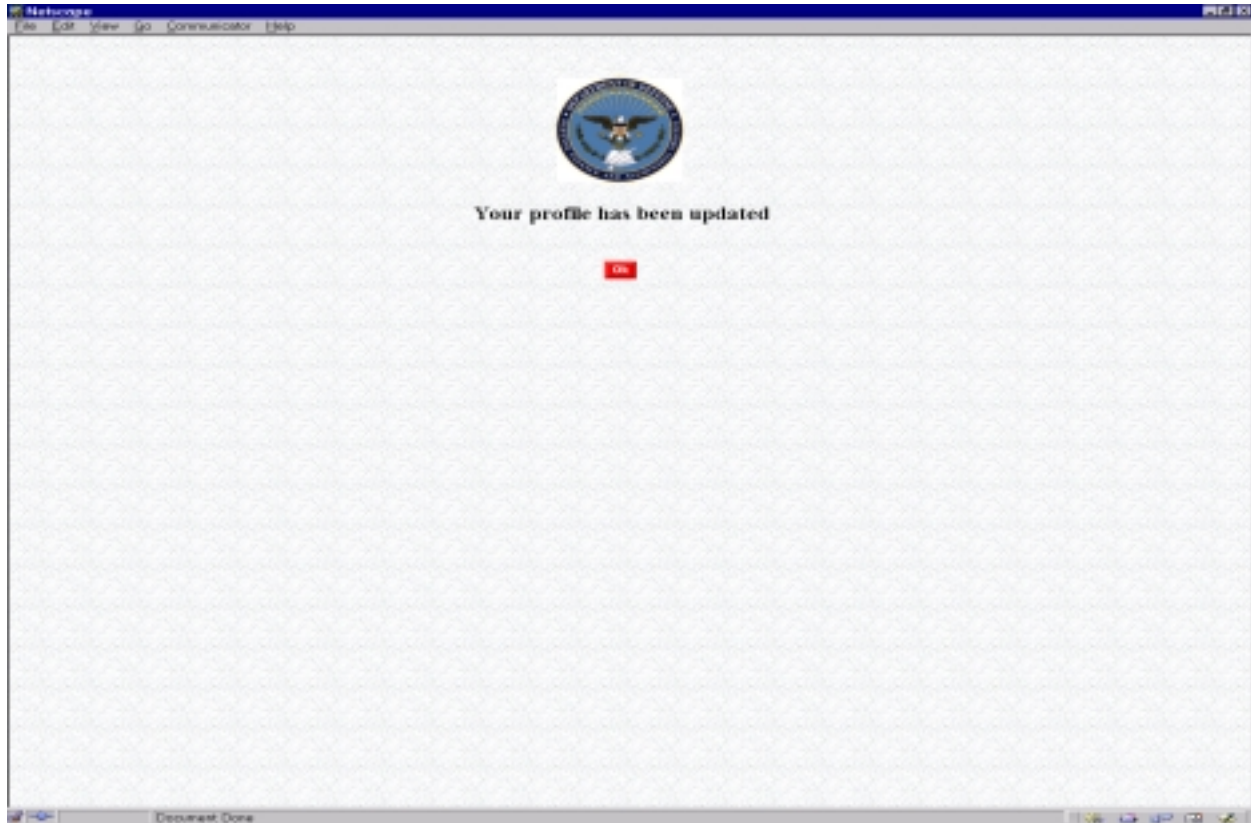


Figure 7f. Vendor Information Update Submission OK Screen

The OK Button



The **OK** button returns you to the **WInS Payment System Picklist Screen** (Section 6).

Additional Payment System Access Requests

You may also request access to additional DFAS payment systems serviced by WInS by clicking on the **Payment System** button(s) on the lower right of the **Vendor Information Screen** (Figure 7a). The **Payment System Icons** on the bottom left of Figure 7a indicate those systems for which you already have access. **DO NOT** request access to additional payment systems via the **New Account Request Form** (Section 4).

Figure 7g depicts an **Additional Payment System (STARS) Access Request Screen**

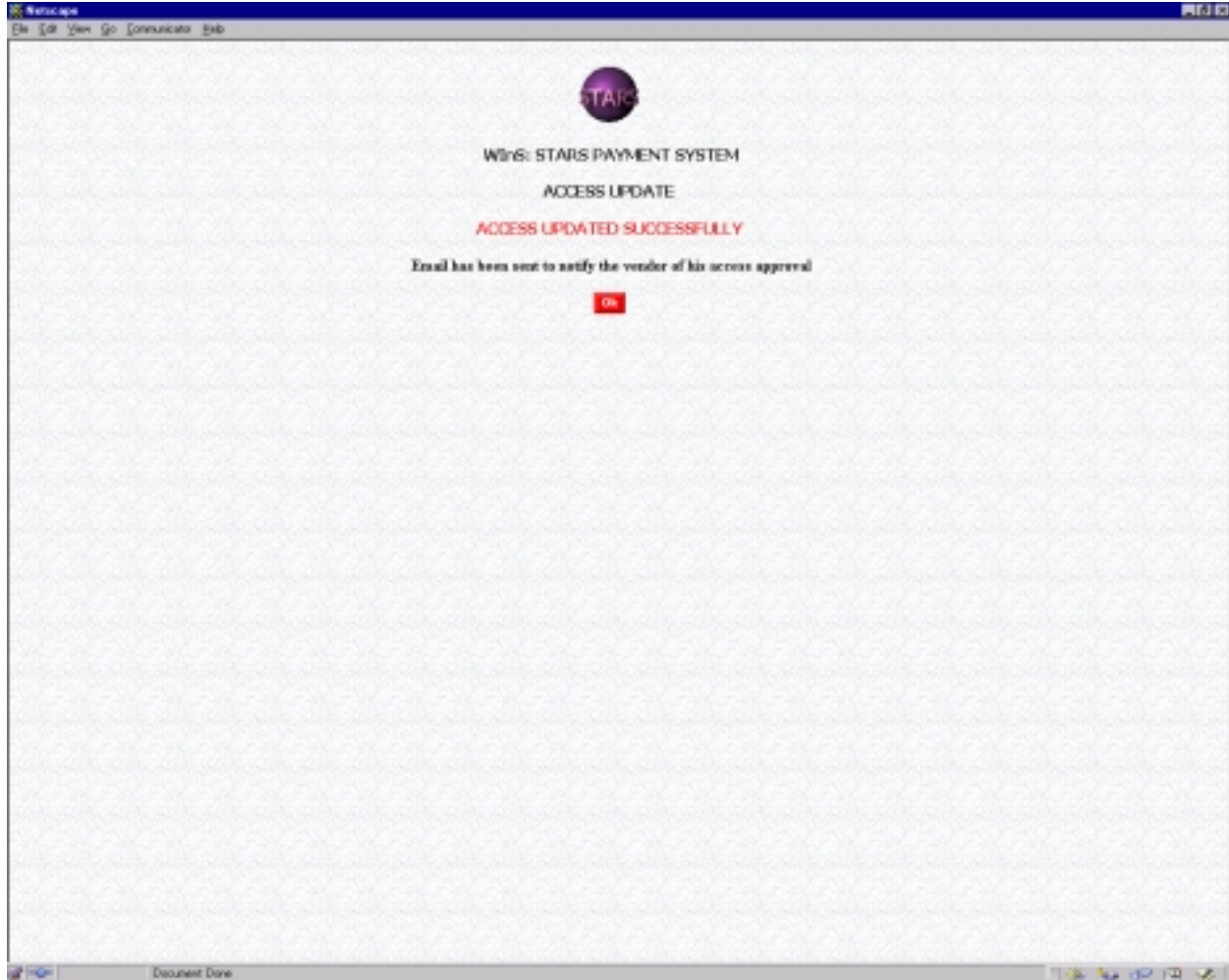
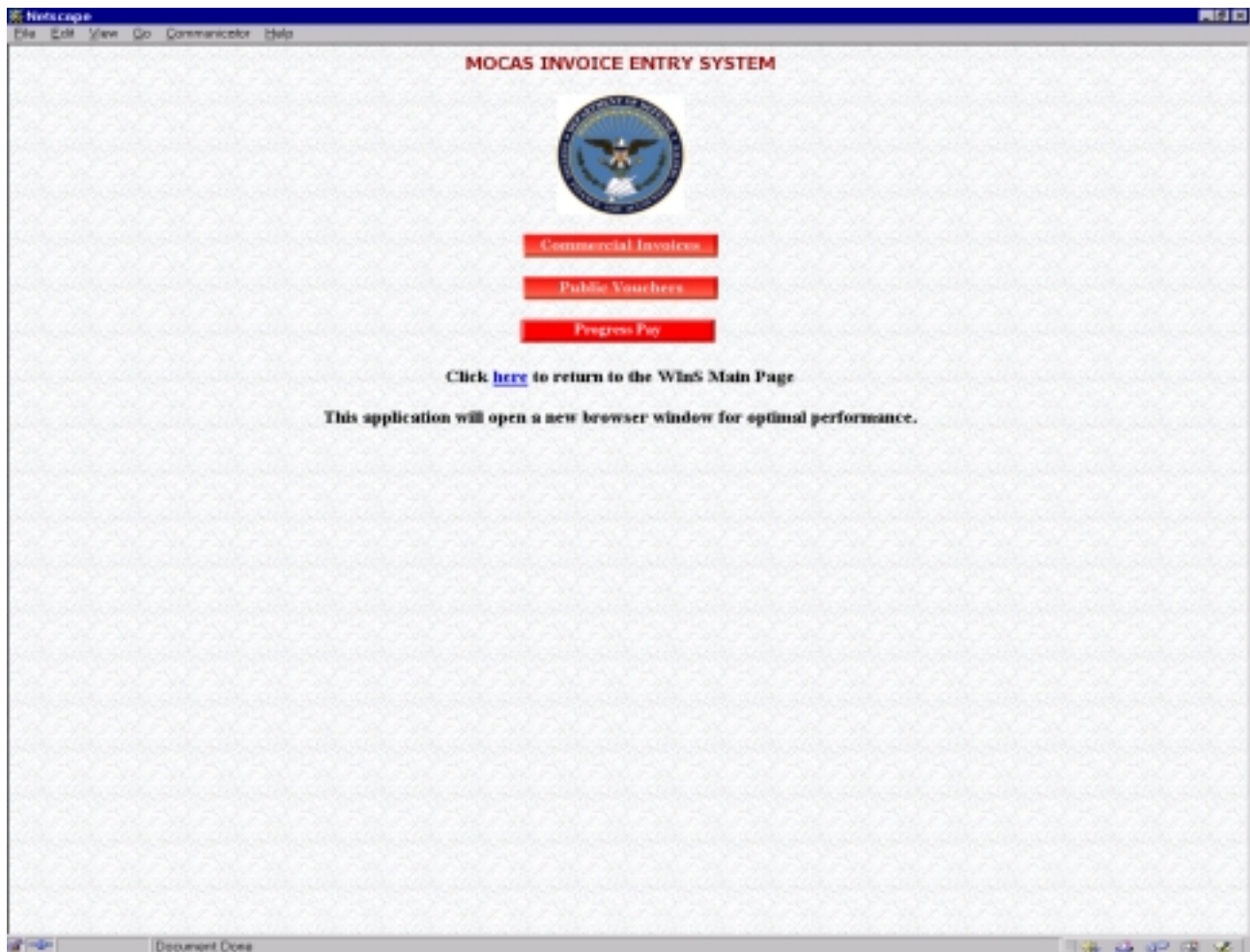


Figure 7g. Additional Payment System (STARS) Access Request Screen

8. MOCAS COMMERCIAL INVOICE/PUBLIC VOUCHER/PROGRESS PAY SELECTION SCREEN

The **MOCAS Commercial Invoice/Public Voucher/Progress Pay Selection Screen** contains the MOCAS menu of DFAS WInS. It allows you to prepare and submit a commercial invoice, public voucher, or progress pay request to the MOCAS payment system resident at the DFAS Columbus Center.

Figure 8 depicts the **MOCAS Commercial Invoice/Public Voucher/Progress Pay Selection Screen**.



**Figure 8. MOCAS Commercial Invoice/Public Voucher/
Progress Pay Selection Screen**

The Commercial Invoice, Public Voucher, and Progress Pay Buttons

Commercial Invoices

The **Commercial Invoices** button directs you to the **MOCAS Commercial Invoice Header Screen** (WInS Users Manual, Volume 1) to begin the process of submitting a commercial invoice to DFAS.

Public Vouchers

The **Public Vouchers** button directs you to the **MOCAS Public Voucher Header Screen** (Section 9) to begin the process of submitting a public voucher to DFAS.

Progress Pay

The **Progress Pay** button directs you to the **MOCAS Progress Pay Header Screen** (WInS Users Manual, Volume 3) to begin the process of submitting a progress pay invoice to DFAS.

Click [here](#) to return to the main page returns you to the **WInS Payment System Picklist Screen** (Section 6).

9. MOCAS PUBLIC VOUCHER HEADER SCREEN

The **MOCAS Public Voucher Header Screen** is used to manually enter general and summary information concerning a particular voucher. An alternative to manual data entry of Public Vouchers is through submission of multiple Public Vouchers via a batch mode described in Appendix A-2. The same data element edit checks are used for both the manual entry and batch modes to assist the user with voucher data accuracy. The manual data entry screen below carries all contract numbers invoiced against for the past 120 – 150 days. The Contract Number scroll box can be used as a trigger to pre-populate other Header Screen data fields in order to reduce routine data element entry. If the contract number is new, or the vendor desires to enter all data, then the contract number can be data entered as well.

Figure 9 depicts the **MOCAS Public Voucher Header Screen**.

MOCAS INVOICE ENTRY SYSTEM - PUBLIC VOUCHER - Netscape

Voucher Header

CONTRACT NO. Select from list: DAAH0097C8907 Or enter here:

DELIVERY ORDER NO.

VOUCHER NO. BVN+ 0022 **SHIPMENT NO.** BVN+ 0022

INVOICE NO. 98V-5791 **CAGE CODE.** abcde

PERIOD START. 1998/11/01 **PERIOD END.** 1998/11/30
(yyyy/mm/dd) (yyyy/mm/dd)

TOTAL \$ 64667.80 **PAY OFFICE.** South Entitlement

ADMIN OFFICE CODE. S1002A - Orlando **ACO REP.** KINKO TALHUEDES **TELEPHONE.** 334-416-9090

TASK ORDER. 13 **MOD NO.** A00D17

TRANSPORT TYPE. transport **TRANSPORT \$**

DISCOUNT PERCENT	DISCOUNT DUE DATE	DISCOUNT DUE DATE	DISCOUNT AMOUNT
<input type="text"/>	<input type="text"/>	1999/12/14	546.67

Continue **Clear** **Help**

*The SF 1035 data supporting the amount requested on this Public Voucher must be provided to the contracting officer or their representative upon request.

Figure 9. MOCAS Public Voucher Header Screen

MOCAS Public Voucher Header Screen Field Definitions

Table 8 lists the data dictionary for each field on the **MOCAS Public Voucher Header Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 8. MOCAS PUBLIC VOUCHER HEADER SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Contract No.	Contract Number	Contract	Mandatory	Select from list or enter 13 characters alphanumeric (No letter "O")
Delivery Order No.	Delivery Order Number	Contract	Conditional	4 characters, alphanumeric
Voucher No.	Public Voucher Number	Vendor	Mandatory	7 characters, first 3 are 'BVN'. Positions 4 - 7 (data entry elements 1 - 4) are numeric
Shipment No.	Shipment Number	Vendor	Mandatory	Must equal the Voucher Number
Invoice No.	Invoice Number	Vendor	Optional	1–22 characters, alphanumeric, hyphens allowed
CAGE Code	Commercial and Government Entity Code	DLIS	Mandatory	Select from list
Period Start/Order	Period Start Date	Vendor	Conditional	yyyy/mm/dd
Period End/Delivered	Period End Date	Vendor	Conditional	yyyy/mm/dd
Total \$	Total dollar value of the invoice (includes transportation charges)	Contract	Mandatory	Numeric, xxx.xx

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Paying Office	DFAS Payment Office	Contract	Mandatory	Select from list
Admin Office Code	Contract Administration Office (DPRO or DCMAO)	Contract	Mandatory	Select from list
ACO Rep	Administrative Contracting Officer/Office	DPRO, DCMAO	Optional	Alphanumeric
Telephone	ACO # or DPRO/DCMAO Entry #	DPRO, DCMAO	Optional	xxx-xxx-xxxx
Task Order	Task Order Number	Contract or Vendor	Conditional	1–4 characters, alphanumeric
Mod No.	Contract Modification Number	Contract	Optional	Contract Mod: 6 characters (A/N) Delivery Order Mod: 2 characters (N)
Transport Code	Postage or Freight	Contract	Conditional	Select from list
Transport Amount	Postage or Freight Charge (No EDI if > \$189.99)	Contract	Conditional	Numeric, xxx.xx
Discount Percent*	Discount Percentage	Vendor	Optional	Numeric, xx.xx
Discount Due Days*	Discount Net Days	Vendor	Optional	Numeric (Integer)
Discount Due Date*	Discount Due Date	Vendor	Optional	yyyy/mm/dd
Discount Amount*	Discount Amount	Vendor	Optional	Numeric, xxxx.xx

* Discounting Rules – if used, only two of the four data elements should be transmitted, in one of these two combinations:

- Use Discount Percent with Discount Due Days **OR**
- Use Discount Amount with Discount Due Date

The Continue, Clear, and Help Buttons

Continue

The **Continue** button directs you to the **MOCAS Public Voucher Details Screen** (Section 10).

Clear

The **Clear** button clears/deletes all existing entries on the screen.

Help

The **Help** button opens the online user help message for the screen.

The View Log and Exit System Buttons

**View
Log**

The **View Log** button directs you to the **MOCAS Submitted Public Vouchers List Screen** (Section 14) to view, edit, or print previously submitted vouchers.

**Exit
System**

The **Exit System** button directs you to the **MOCAS Commercial Invoice/Public Voucher/Progress Pay Selection Screen** (Section 8).

10. MOCAS PUBLIC VOUCHER DETAILS SCREEN

The **MOCAS Public Voucher Details Screen** is used to enter line item information for the voucher. Data typically is a single line item using Unit of Measure of Each and a Unit Price that (unless transportation dollars are present) equals the Total Dollars from the **MOCAS Public Voucher Header Screen**. Lower level detail (labor and material \$, G&A and Fee) is not required to be submitted to DFAS; retain this level of detail (SF 1035) in your contract files for DOD audit, as required.

Figure 10 depicts the **MOCAS Public Voucher Details Screen**. Header information carried over from the **MOCAS Public Voucher Header Screen** (Section 9) identifying the voucher number, transportation cost, and total cost is displayed in **READ-ONLY** fields at the top of the screen to assist the user in determining when their voucher detail equals the voucher total cost.

MOCAS INVOICE ENTRY SYSTEM - PUBLIC VOUCHER - Netscape

Header Summary

VOUCHER NO	TRANSPORT \$	TOTAL \$	Accounting Info	Refresh
BVN0022	0.00	54667.38	View Header	

Voucher Details

Unit Price:

Description:

Add **Clear**

Article of Service	UNIT PRICE
Calculated Total (Line Items + Transport) \$	54667.380000

Submit Voucher **Cancel Voucher**

Figure 10. MOCAS Public Voucher Details Screen

MOCAS Public Voucher Details Screen Field Definitions

Table 9 lists the data dictionary for each field on the **MOCAS Public Voucher Details Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 9. MOCAS PUBLIC VOUCHER DETAILS SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Unit Price	Price of one unit	Contract	Mandatory	Numeric xxxx.xx
Description	Item description	Contract	Optional	1–80 characters, alphanumeric

The Accounting Info, View Header, and Refresh Buttons

Accounting Info	The Accounting Info button directs you to the MOCAS Public Voucher Accounting Line Information Screen (Section 11).
View Header	The View Header button directs you to the MOCAS View/Modify Public Voucher Header Screen (Section 16).
Refresh	The Refresh button clears Voucher Details information on the screen.

The Add and Clear Buttons

Add	Once a set of line item information is entered into the data fields, the Add button inserts the data into a line item on the voucher data display matrix and resets the data fields for the next line item entry. As each detail line is added, the application provides a running cumulative sum of the line item detail and transportation costs as a cross check against the total cost displayed in the Header Summary (READ-ONLY) of Figure 10.
Clear	The Clear button clears/deletes all existing entries on the screen.

The Submit Voucher and Cancel Voucher Buttons



Once all mandatory information on both the **MOCAS Public Voucher Header Screen** (Section 9) and **MOCAS Public Voucher Details Screen** (Section 10) and any conditional accounting information (Section 12) has been entered, the voucher can be submitted by clicking on the **Submit Voucher** button. Upon submittal, the **MOCAS Public Voucher Submission OK Screen** (Section 13) appears as verification.



The **Cancel Voucher** button cancels the active voucher prior to submission to DFAS WInS.

11. MOCAS PUBLIC VOUCHER ACCOUNTING LINE INFORMATION SCREEN

The **MOCAS Public Voucher Accounting Line Information Screen** allows you to select the type of accounting information to enter concerning a voucher. Accounting information must be provided if specifically required by contract, otherwise the accounting screens are optional. Header information for identifying the voucher number, transportation cost, and total cost appears in **READ-ONLY** fields at the top of the screen. Negative dollar amounts may be entered for CLIN/ACRN or ACRN-only accounting detail as long as the total voucher dollar amount is positive.

Figure 11 depicts the **MOCAS Public Voucher Accounting Line Information Screen**.

MOCAS INVOICE ENTRY SYSTEM - PUBLIC VOUCHER - Netscape

PUBLIC VOUCHER ACCT LINE INFORMATION

Header Summary

VOUCHER ID:	TRANSPORT \$	TOTAL \$
BVND022	0.00	54667.38

(IF REQUIRED BY CONTRACT)

Choose Accounting Type:

EDIT	ACRN	CLIN/CLINBLD	ASSOC DOLLARS
Accounting Total (Accounting + Transport): \$ 0			

Figure 11. MOCAS Public Voucher Accounting Line Information Screen

You may choose from three accounting data options in the **Choose Accounting Type** select list. Table 10 lists these three accounting data choices and provides descriptions of the data requirements

for each type. Mandatory fields must be completed and conditional fields must only be completed if your contract requires the information; otherwise, the field is treated as optional.

TABLE 10. ACCOUNTING TYPE SCREEN FIELD DEFINITIONS

ACCOUNTING TYPE	DEFINITION	DATA REQUIREMENT	FIELD TYPES
ACRN Only	Accounting Classification Reference Number	Conditional	2 -character ACRN (Alpha) and \$ amount (Numeric: xxxx.xx)
CLIN, CLIN/SLIN, ELIN only	Contract/Supplemental/Engineering Line Item Number	Conditional	CLIN or ELIN: 4 digit alphanumeric, or CLIN/SLIN: 6 digit alphanumeric and associated \$ amount (Numeric: xxxx.xx)
CLIN, CLIN/SLIN, ELIN, and ACRN	Contract/Supplemental/Engineering Line Item Number and Accounting Classification Reference Number	Conditional	CLIN or ELIN: 4 digit alphanumeric, or CLIN/SLIN: 6 digit alphanumeric, associated ACRN (2 Char Alpha); and associated \$ amount (Numeric: xxxx.xx)
Accounting Information	DOD Long-Line of Accounting	Conditional	Text: 80 Char AN

The Continue, Return to Voucher Details, and Help Buttons

Continue

The **Continue** button directs you to the appropriate **MOCAS Public Voucher Accounting Information Screen** (Section 12a, 12b, or 12c) based on the selection in the **Choose Accounting Type** drop down list data field.

Return to Voucher Details

The **Return to Voucher Details** button directs you to the **MOCAS Public Voucher Details Screen** (Section 10).

Help

The **Help** button opens the on-line user help message for the screen.

12. MOCAS PUBLIC VOUCHER ACCOUNTING DATA OPTIONS

MOCAS Public Voucher Accounting Data Options are contained within three screens.

The **MOCAS Public Voucher ACRN Accounting Information Screen** allows you to enter ACRN accounting information and dollars associated with the voucher. Refer to Section 11, Table 10, for format requirements.

Figure 12a depicts the **MOCAS Public Voucher ACRN Accounting Information Screen**. Header information for identifying the voucher number, transportation cost, and total cost appears in **READ-ONLY** fields at the top of the screen.

PUBLIC VOUCHER ACCT LINE INFORMATION

Header Summary

VOUCHER NO: **1000000000** TRANSPORT \$: **0.00** TOTAL \$: **59667.39**

ACRNNumber: Associated Dollars:

Account Information

EDIT	ACRN	CLIN&LN&VLDN	ASSOC DOLLARS
Click Here	AA		20000.000000
	Description:		
Click Here	AD		10000.000000
	Description:		
Click Here	AE		-5000.000000
	Description:		
Accounting Total (Accounting + Transport): \$ 25000			

Figure 12a. MOCAS Public Voucher ACRN Accounting Information Screen

The **MOCAS Public Voucher CLIN, CLIN/SLIN, and ELIN Accounting Information Screen** allows you to enter CLIN, CLIN/SLIN, and ELIN accounting information and associated dollars associated with the voucher. Refer to Section 11, Table 10, for format requirements.

Figure 12b depicts the **MOCAS Public Voucher CLIN, CLIN/SLIN, and ELIN Accounting Information Screen**. Header information for identifying the voucher number, transportation cost, and total cost appears in **READ-ONLY** fields at the top of the screen.

PUBLIC VOUCHER ACCT LINE INFORMATION

Header Summary

VOUCHER NO: HUN0004	TRANSPORT \$ 0.00	TOTAL \$ 54667.50
------------------------	----------------------	----------------------

CLIN, CLIN/SLIN, or ELIN: 5572 Associated Dollars: 29667.38

Account Information

[Add](#) [Clear](#) [ACCT Menu](#) [Return to Voucher Details](#) [Help](#)

EDIT	ACRN	CLIN/SLIN/ELIN	ASSOC DOLLARS
Click Here		0004	20000.000000
	Description:		
Click Here		1001AA	10000.000000
	Description:		
Click Here		2034	-5000.000000
	Description:		
Accounting Total (Accounting + Transport): \$ 25000			

Figure 12b. MOCAS Public Voucher CLIN, CLIN/SLIN, and ELIN Accounting Information Screen

The **MOCAS Public Voucher CLIN, CLIN/SLIN, ELIN, and ACRN Accounting Information Screen** allows you to enter CLIN, CLIN/SLIN, ELIN, and ACRN accounting information and dollars associated with the voucher. Refer to Section 11, Table 10, for format requirements.

Figure 12c depicts the **MOCAS Public Voucher CLIN, CLIN/SLIN, ELIN, and ACRN Accounting Information Screen**. Header information for identifying the voucher number, transportation cost, and total cost appears in **READ-ONLY** fields at the top of the screen.

PUBLIC VOUCHER ACCT LINE INFORMATION

Header Summary

VOUCHER NO: **HUN0004** TRANSPORT \$: **0.00** TOTAL \$: **54967.38**

CLIN, CLIN/SLIN, or ELIN: ACRN: Associated Dollars:

Account Information

EDIT	ACRN	CLIN/SLIN/ELIN	ASSOC DOLLARS
Click Here	AA	0004	20000.000000
	Description:		
Click Here	AD	1001AA	10000.000000
	Description:		
Click Here	AE	2034	-5000.000000
	Description:		
Accounting Total (Accounting + Transport): \$ 25000			

Figure 12c. MOCAS Public Voucher CLIN, CLIN/ELIN, ELIN, and ACRN Accounting Information Screen

The Add, Clear, ACCT Menu, Return to Voucher Details, and Help Buttons

Add

Once a line of accounting information is entered into the Accounting Information data field, the **Add** button inserts the data into a new line item on the data display matrix, resets the data fields for the next line item entry, and enables the **Click to Edit** function (See below). As each accounting line is added, the application provides a running cumulative sum of the accounting detail and transportation costs as a cross check against the total cost found in the read-only header information at the top of the accounting screens.

Clear

The **Clear** button clears/deletes current information in the current data fields.

ACCT Menu

The **ACCT Menu** button directs you to the **MOCAS Public Voucher Accounting Line information Screen** (Section 11).

Return to Voucher Details

The **Return to Voucher Details** button directs you to the **MOCAS Public Voucher Details Screen** (Section 10).

Help

The **Help** button opens the online user help message for the screen.

Clicking on **Click Here** hyperlink in the **EDIT** column for any row allows you to edit the information for that row. Once the row is opened, you have the option to update the row once edits have been completed, reset the row to its initial state after editing, delete the row, or cancel all edits that have been made and return to the originating accounting data option screen.

13. MOCAS PUBLIC VOUCHER SUBMISSION CONFIRMATION SCREEN

Once all invoice information on both the **MOCAS Public Voucher Header Screen** (Section 11) and **MOCAS Public Voucher Details Screen** (Section 12) has been entered, the voucher is submitted to DFAS WInS by clicking on the **Submit Voucher** button on the **MOCAS Public Voucher Details Screen** (Section 10). Upon submittal, the **MOCAS Public Voucher Submission Confirmation Screen** appears as verification.

Figure 13a depicts the **MOCAS Public Voucher Submission OK Screen**.

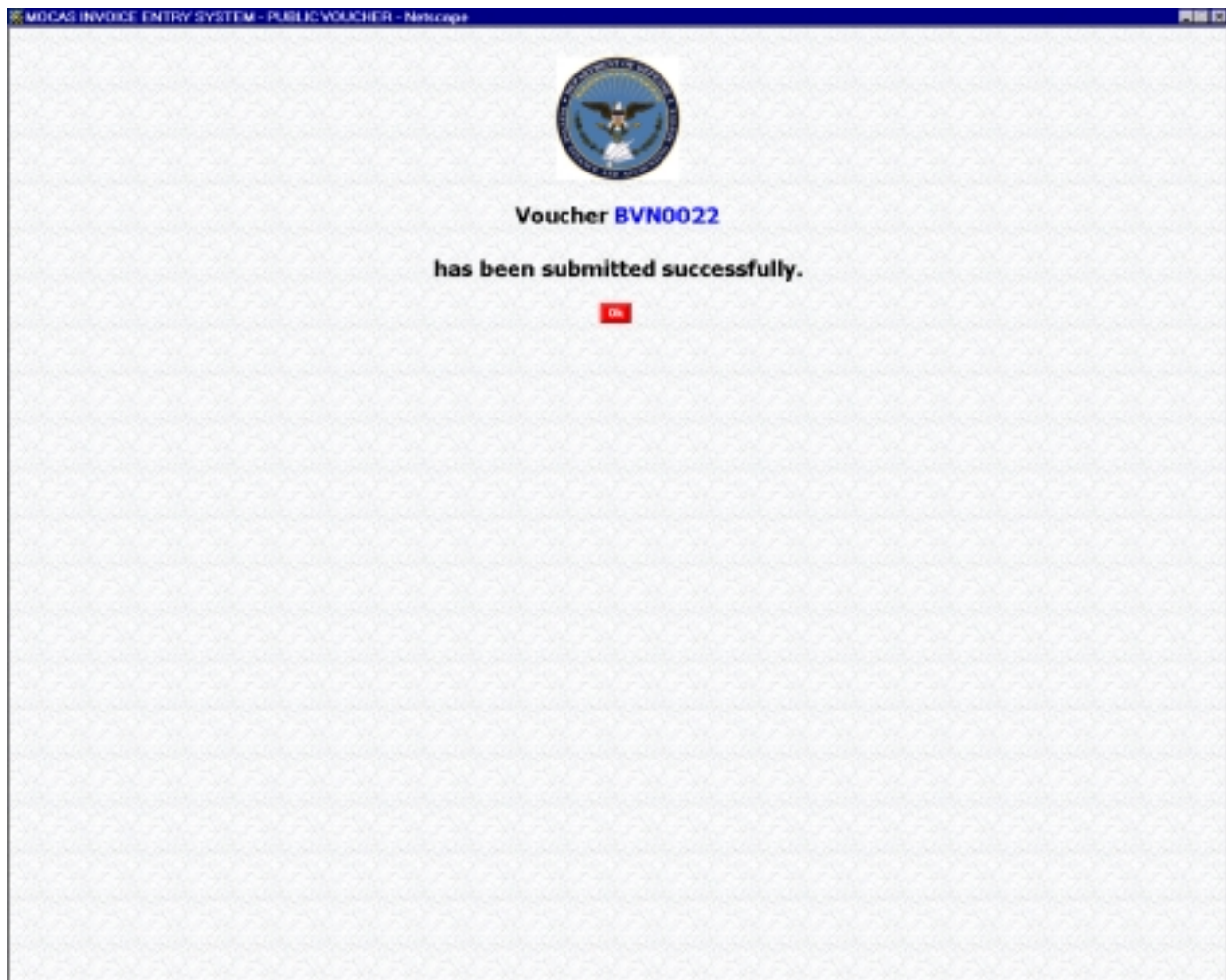


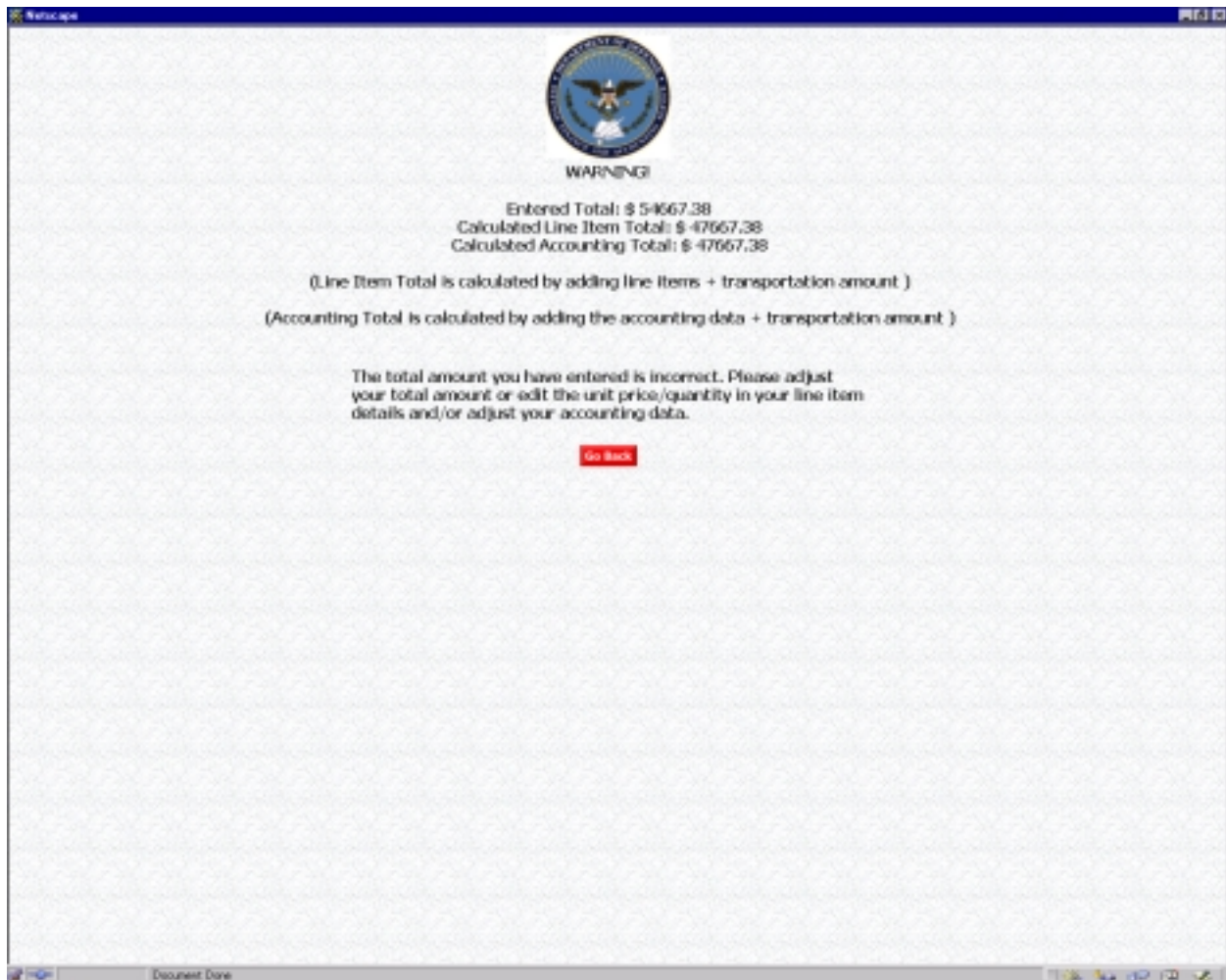
Figure 13a. MOCAS Public Voucher Submission OK Screen

The OK Button



The **OK** button directs you to the **MOCAS Public Voucher Header Screen** (Section 9) to begin entering the next public voucher.

Figure 13b depicts the **MOCAS Public Voucher Submission OK Screen** with a **Cross Check Error Message**.



**Figure 13b. MOCAS Public Voucher Submission OK Screen
With Cross Check Error Message(s)**

Go Back

The **Go Back** button directs you to the **MOCAS Public Voucher Header Screen** (Section 9) to resolve the discrepancies.

14. MOCAS SUBMITTED PUBLIC VOUCHERS LIST SCREEN

The **MOCAS Submitted Public Vouchers List Screen** allows you to view a list of all vouchers that have been submitted to the DFAS payment system since the last DFAS archiving of WInS. DFAS will keep vouchers available for a minimum of 120 days from submission. Submitted voucher data may be viewed and printed for all public vouchers on the list by clicking on the individual Voucher Number. Follow the print instructions described in Section 15, **MOCAS Submitted Public Voucher Details Screen**. The **MOCAS Submitted Public Vouchers List Screen** also provides options, under the conditions described below in **Voucher Status**, for deleting vouchers, completing and submitting incomplete vouchers, and correcting errors on previously submitted vouchers for resubmission.

The voucher Date/Time is assigned when the voucher is successfully submitted to DFAS WInS (Section 15, Figure 15a), whether it is an original voucher or a re-submitted voucher. WInS then converts (extracts) the voucher into an Electronic Data Interchange (EDI) invoice format for transmission to DFAS. EDI vouchers are forwarded to the DOD communications infrastructure every hour. They are processed into the MOCAS contract payment system nightly.

Figure 14a depicts the **MOCAS Submitted Public Vouchers List Screen**.

Order by Voucher Date Total Vouchers: 2 VPIS
☐ Ascending ☒ Descending Vendor Pay Inquiry System
 Search by Contract No: Find! Clear GO Information

Current Records: (1 - 50)

VIEW LOG LEGEND			CLEAN/REFRESH VOUCHER LOG				
Status	Edit	Batch	Voucher No.	Contract No.	Deliv. Order No.	Date Transmitted	Delete
	Edit	N	BVN0099	0123456789012	0999	2000/01/04	
	Edit	N	BVN1111	DAAH0098D0888		2000/01/04	
	Edit	N	BVN0122	F1962899C7090		1999/12/16	
	Edit	N	BVN0002	DAAH0098D0999	0003	1999/12/16	
	Edit	N	BVN4444	F1962899D4444		1999/12/09	NO
	Edit	Y	BVN1020	8888111199012		1999/11/18	

Figure 14a. MOCAS Submitted Public Vouchers List Screen

The MOCAS Public Voucher View Log has two components:

- 1) A View Log Voucher Matrix which displays status information on each submitted voucher and,
- 2) A View Log Data Sorting Box that allows the user to quickly find a specific voucher for editing, review, or printing.

View Log Data Sorting

The topmost box in the MOCAS Public Voucher **View Log** provides several functions to assist the user in isolating a specific voucher for viewing, editing, or printing. The voucher records are defaulted to sort by descending order by voucher date meaning the most current vouchers appear at the beginning of the **View Log** followed by older vouchers. The **View Log Data Sort Box** allows the user to switch the display order to ascending so the oldest vouchers are displayed first, then back

to descending voucher order. Finally, the user may enter a Contract Number in the **Search by Contract No.** data entry box and then click on the Find Button, or hit the **Enter Key** on the PC's Keyboard and WInS will display the requested record.

View Log Voucher Matrix

The bottom portion of the **MOCAS Submitted Public Voucher List Screen** is a **View Log Voucher Matrix** that displays a record of each voucher the user has submitted since the last DFAS archiving. This matrix posts 50 records for display at a time, and is defaulted to show the most current vouchers (descending order) first. You may view these 50 records by using the right scroll bar. There are several methods for reviewing records that do not appear in the first 50. First, you may click on the "Next 50" (51- 100) message above the Matrix, and records 51 through 100 will appear. The user can continue to click "Next 50"(101 – 150) or "Previous 50" (1 – 50) to move up or down the list of total records. Secondly, the user can select "**Ascending**" sort order and the 50 oldest vouchers will be displayed, with the same Next/Previous 50 options.

The **CLEAN/REFRESH INVOICE LOG** link is used to push vouchers through to WInS if they display a Lock Icon in the Status Column. See below for more information on the Icons which may be displayed in the **View Log Voucher Matrix** Status Column. The **VIEW LOG LEGEND** describes the Icons used in the **View Log Voucher Matrix** Status Column.

The matrix provides status information related to the user's submitted invoices and are described from left to right.

Status Column

The Status Column of the View Log Voucher Matrix provides important voucher tracking information.

Figure 14b, the **View Log Legend** depicting the Status Column Icons is accessed by clicking the **VIEW LOG LEGEND**.

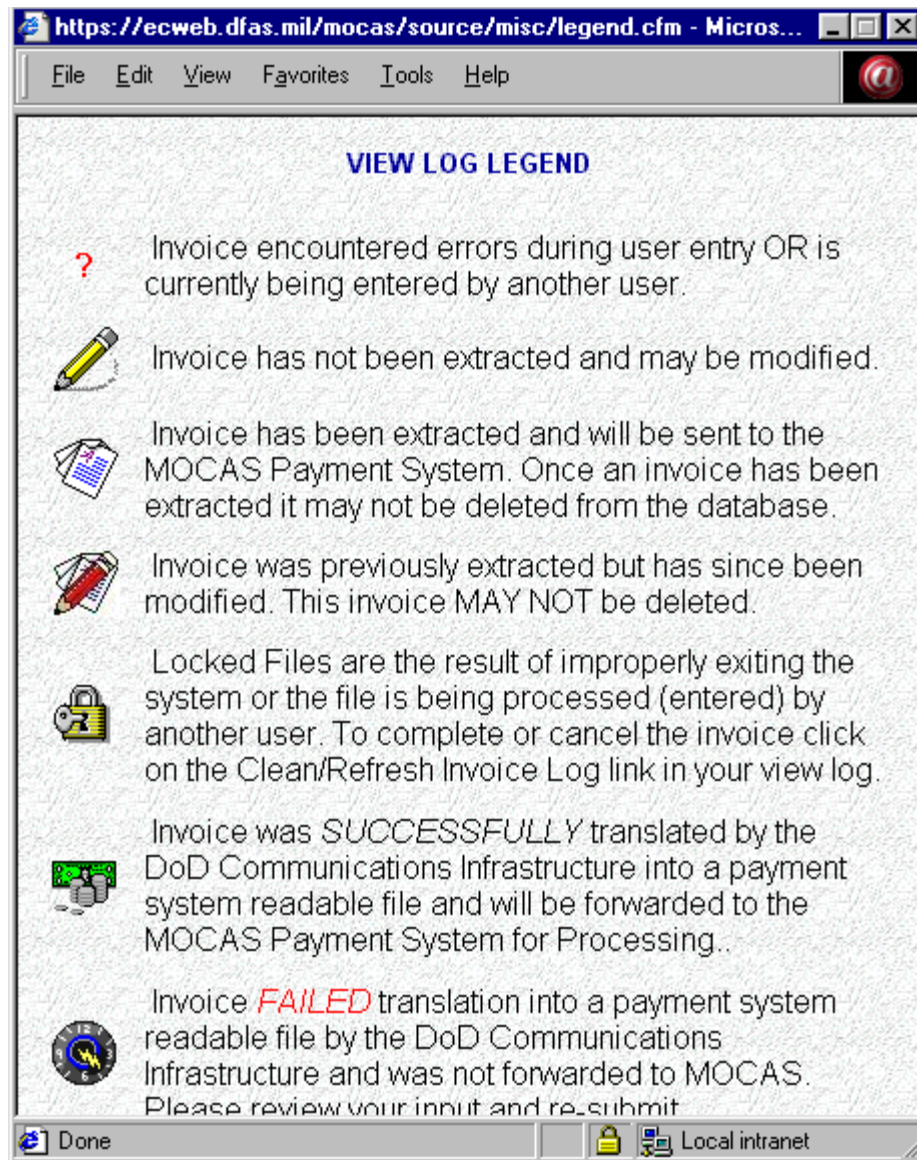


Figure 14b. MOCAS Log Legend

There are currently seven possible symbols that may appear in the Status Column. Each is described below.



The **Red ? Icon** indicates the voucher was not completed and has not been received into the DFAS WInS for processing. This scenario occurs when the user has completed at least the **MOCAS Public Voucher Header Screen** (Section 9) and hit the **Continue** Button and then lost Internet connectivity. The **Red ? Icon** corresponds to the WInS Invoice Entry Notification Warning (Section 5). In addition to the warning encountered upon WInS Login (Figure 5), an e-mail with the same information is forwarded to the user. The user has two options: 1) delete the incomplete voucher by clicking on the wastebasket option in the Delete Column, then re-enter the voucher completely, or 2) click on the **Edit** in the Edit Column for that voucher, complete the voucher and click on the **Submit Voucher** Button to submit to DFAS WInS. Option 2 is preferable, as it requires less user data entry.



The **Pencil Icon** indicates a successful submission of the voucher (Section 13) to DFAS WInS. With successful submission, the Voucher Date and Time are captured in the Date Transmitted Column of the data display. As described above, WInS extracts submitted vouchers and converts them to Electronic Data Interchange (EDI) format every hour and forwards to the payment system. Until the extraction, identified by the **Paper Icon**, the submitted voucher may be deleted (Wastebasket in Delete Column). Successfully submitted vouchers may be edited at any time by clicking on the **Edit** in the Edit Column, update the file and then re-submit.



The **Paper Icon** indicates a successful conversion of the voucher to the Electronic Data Interchange (EDI) format necessary to forward to the payment system. Extraction occurs every hour. Once extracted, a voucher may no longer be deleted (the appearance of the “NO” in the Delete Column). However, if a voucher is rejected by the payment system for any reason, the voucher may be edited and resubmitted. This overwrites the original submission with the new voucher data and a current date and time.



The **Paper and Pencil Icon** indicates that a previously submitted and extracted voucher has been edited and re-submitted to WInS. These vouchers may not be deleted. The new submission date is posted to the Date Transmitted Column.



The **Lock Icon** indicates that another user may be entering data for this voucher, or a processing error has occurred. This voucher has NOT been successfully submitted to DFAS WInS. If the voucher data appears correct when viewed by clicking the voucher number in the Voucher Number Column, then clicking on the **CLEAN/REFRESH** **INVOICE LOG** message should push the locked voucher to DFAS WInS and change the **Lock Icon** symbol to the **Pencil Icon** indicating a successful submission. If this does not clear the **Lock Icon**, then delete the voucher (click on Wastebasket Icon in Delete Column) and re-enter and submit



The **Money Icon** indicates that the voucher has been successfully transmitted to DFAS and has been forwarded to the payment system. The voucher date/time in the Date Transmitted Column is replaced by the Date/Time from when the voucher was passed to the payment system. The voucher date is retained in the **MOCAS Submitted Public**

Voucher Details Screen (Section 10).



The **Lightening Icon** indicates that the voucher was transmitted to DFAS but was rejected before reaching the payment system. The date/time of rejection is shown in the Date Transmitted column. To edit the rejected voucher, click on the “**Edit**” in the Edit Column for that voucher, update the incorrect information, and submit back to DFAS

WInS.

Edit Column

Vouchers with an “**Edit**” displayed in the Edit Column (all except those with the Lock Icon) may be edited and re-submitted. Clicking on the “**Edit**” directs the user to the **MOCAS View/Modify Public Voucher Header Screen** (Section 16).

Batch Column

The Batch Column indicates whether the voucher was submitted to WInS via manual data entry (‘N’), or via File Transfer Protocol (FTP) transmission of a multiple Public Voucher batch submission (‘Y’).

Voucher No. Column

Clicking on the **Voucher Number** for any row directs the user to the **MOCAS Submitted Public Voucher Details Screen** (Section 14) which displays the voucher data entered by the user. This is your archive record and should be printed and retained with your billing records

Contract No. and Delivery Order No. Columns

These columns display the Contract Number, and where applicable, the Delivery Order Number for each submitted voucher to assist the user in identifying their voucher data submissions.

Date Transmitted Column

As described in the Status Icon section above, the date in the Date Transmitted Column is initially the voucher submission date (associated with the **Pencil**, **Pencil/Paper**, or **Paper Icons**). When the voucher has processed through the DOD Communications Infrastructure to DFAS, the voucher date is replaced with the processed date (associated with either the **Money** or **Lightening Icons**). If a

voucher is edited and re-submitted, the cycle begins again. The processed date is overwritten by the new voucher date and eventually this is overwritten by a new processed date.

Delete Column

Any voucher that has not been extracted (**Red ‘?’**, **Lock**, or **Pencil Icons**) may be deleted. Once a voucher has been converted (extracted) into the EDI format and forwarded to DFAS, the voucher may no longer be deleted. The user may edit previously submitted vouchers but may not delete them.

The Batch Summary, Help and Go Back Buttons

Batch Summary Button

Clicking on the **Batch Summary** Button brings up a history table of all batch MOCAS Vouchers and Commercial Invoices and SAMMS Commercial Invoices and STARS Commercial Invoices submitted since the last archiving of WInS data. The Batch Summary provides batch totals, number accepted and number rejected by each invoice type for each batch submission. Processed MOCAS Vouchers are posted to the **MOCAS Public Voucher View Log Voucher Matrix** with a ‘Y’ Status in the Batch Column.

Figure 14c depicts the **WInS Batch Summary Screen**.

https://trams.ssg.gunter.af.mil/source/misc/batch_summary.cfm - Microsoft Internet Explorer

WInS BATCH SUMMARY

[Go Back](#)

Company / File Name	Date Processed	Batch Submission	Submitted	Processed	Rejected
0X0X0_20000229_Bad4.txt	2000/03/01	Batch Total	5	2	1
		MOCAS Invoices	1	0	1
		MOCAS Vouchers	1	1	0
		SAMMS Invoices	1	1	0
		STARS Invoices	2	0	2
0X0X0_tst_in20039.txt	2000/02/18	Batch Total	2	2	0
		MOCAS Invoices	2	2	0
		MOCAS Vouchers	0	0	0
		SAMMS Invoices	0	0	0
		STARS Invoices	0	0	0
0X0X0_20000128_bad3.txt	2000/02/01	Batch Total	1	0	0
		MOCAS Invoices	0	0	0
		MOCAS Vouchers	0	0	0
		SAMMS Invoices	0	0	0
		STARS Invoices	1	0	1
0X0X0_20000125_bad1.txt	2000/01/28	Batch Total	5	0	3
		MOCAS Invoices	1	0	1
		MOCAS Vouchers	1	0	1
		SAMMS Invoices	1	0	1
		STARS Invoices	2	0	2
0X0X0_20000126_Good3.txt	2000/01/28	Batch Total	5	3	0
		MOCAS Invoices	1	1	0
		MOCAS Vouchers	1	1	0
		SAMMS Invoices	1	1	0

Done

Start | Distiller Assistant 3.01 | Microsoft Word - Defens... | fig_161 - Paint | https://trams.ssg.gunter... | https://trams.ssg.gunter... | https://trams.ssg.g... | Internet | 11:51 AM

Figure 14c. WInS Batch Summary Screen

Help

The **Help** Button displays on-line user help messages for MOCAS Public Voucher Screens.

Go Back

The **Go Back** Button directs the user to the **MOCAS Public Voucher Header Screen** (Section 9).

15. MOCAS SUBMITTED PUBLIC VOUCHERS DETAILS SCREEN

The **MOCAS Submitted Public Voucher Details Screen**, as shown in the below example, displays header, accounting information, and line item details for a public voucher submitted to DFAS WInS. The voucher may be printed for the vendor's archive record. (See the Note regarding printing instructions below.) Currently, each voucher must be individually selected from the **MOCAS Submitted Public Vouchers List Screen** (Section 14) for archive printing.

Figure 15 depicts the **MOCAS Submitted Public Voucher Details Screen**.

Company Info

Company Name	WINS TEST SITE	POC Name	TEST SITE
POC Phone #	(703)607-3757	POC Email	mark.edmunds@dfas.mil

Voucher Header

Voucher No.	BVN1111	Voucher Date	1998/12/22 02:52:P
Invoice No.	1	Contract No.	9384293849894
Delivery Order No.		Ship No.	BVN1111
Paying Office	Minuteman	Cage Code	11111
Task Order	0	MOD Number	
Total Amount	23.00	Transport Amount	
Transport Type		Period Start	
Period End			
Discount Percent		Discount Due Days	
Discount Due Date		Discount Amount	
Admin Office Code	s1111a	Phone Number	
ACO Representative			

Accounting Information

ACRNNumber	CLIN/SLIN/ELIN	Dollars
23		23.000000
Description		

Details

Article of Service	UnitPrice
1	23.000000
Description	

[Go Back](#)

* To print a copy of this voucher, click 'File' on the menubar and select 'Print'

Figure 15. MOCAS Submitted Public Voucher Details Screen

The Go Back Button

Go Back

The **Go Back** button directs you to the **MOCAS Submitted Public Vouchers List Screen** (Section 14).

Note: To print a copy of the voucher, click **“File”** on the Internet browser menu bar and select **“Print.”** Select the **“File Menu,”** then the **“Print Sub-menu”**, then click **“OK”**.

16. MOCAS VIEW/MODIFY PUBLIC VOUCHERS HEADER SCREEN

The **MOCAS View/Modify Public Voucher Header Screen** is used to view or modify general and summary information concerning a particular voucher. This screen may be accessed from either 1) the **View Header** Button on the **MOCAS Public Voucher Details Screen** (Section 10) if Header screen editing is necessary during initial voucher entry, or 2) from the **MOCAS Submitted Public Vouchers List Screen** (Section 14) by clicking on the 'Edit' text within the Edit Column for the desired voucher.

Figure 16 depicts the **MOCAS View/Modify Public Voucher Header Screen**.

The screenshot shows a web browser window titled "MOCAS INVOICE ENTRY SYSTEM - PUBLIC VOUCHER - Netscape". The page has a left sidebar with the MOCAS logo, "DFAS", and "EDIT MODE". The main content area is titled "Voucher Header" and contains various input fields and buttons. The fields are organized as follows:

- CONTRACT NO.**: DAAAB0098D0888
- DELIVERY ORDER NO.**: [Empty]
- VOUCHER NO**: BVN+ 1111
- SHIPMENT NO**: BVN+ 1111
- INVOICE NO**: 222
- CAGE CODE**: [Empty]
- PERIOD START**: 1999/09/09
- PERIOD END**: 1999/09/23
- TOTAL \$**: 1111.00
- PAYING OFFICE**: West Entitlemnt
- ADMIN OFFICE CODE**: S0507A - San Francisco
- ACO REP**: JO PUBLIC
- TELEPHONE**: 310-555-6000
- TASK ORDER**: [Empty]
- MOD NO**: [Empty]
- TRANSPORT TYPE**: transport
- TRANSPORT \$**: [Empty]

Below these fields is a table with four columns: DISCOUNT PERCENT, DISCOUNT DUE DAYS, DISCOUNT DUE DATE, and DISCOUNT AMOUNT. Each column has an input field.

At the bottom of the form are three red buttons: **Update**, **Reset**, and **Help**.

Below the buttons is a link: Click [here](#) to cancel modification of this voucher.

Figure 16. MOCAS View/Modify Public Voucher Header Screen

MOCAS View/Modify Public Voucher Header Screen Field Definitions

Table 11 lists the data dictionary for each field on the **MOCAS View/Modify Public Voucher Header Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 11. MOCAS VIEW/MODIFY PUBLIC VOUCHER HEADER SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Contract No.	Contract Number	Contract	Mandatory	13 characters, alphanumeric (No letter "O")
Delivery Order No.	Delivery Order Number	Contract	Conditional	4 characters, alphanumeric
Voucher No.	Public Voucher Number	Vendor	Mandatory	7 characters, first 3 are 'BVN'. Positions 4 - 7 (data entry elements 1 - 4) are numeric
Shipment No.	Shipment Number	Vendor	Mandatory	Must equal the Voucher Number
Invoice No.	Invoice Number	Vendor	Optional	1–22 characters, alphanumeric, hyphens allowed
CAGE Code	Commercial and Government Entity Code	DLIS	Mandatory	Select from list
Period Start/Order	Period Start Date	Vendor	Conditional	yyyy/mm/dd
Period End/Delivered	Period End Date	Vendor	Conditional	yyyy/mm/dd
Total \$	Total dollar value of the invoice (includes transportation charges)	Contract	Mandatory	Numeric, xxx.xx
Paying Office	DFAS Payment Office	Contract	Mandatory	Select from list

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Admin Office Code	Contract Administration Office (DPRO or DCMAO)	Contract	Mandatory	Select from list
ACO Rep	Administrative Contracting Officer/Office	DPRO, DCMAO	Optional	Alphanumeric
Telephone	ACO # or DPRO/DCMAO Entry #	DPRO, DCMAO	Optional	xxx-xxx-xxxx
Task Order	Task Order Number	Contract, or Vendor	Conditional	1 to 4 characters, alphanumeric
Mod No.	Contract Modification number	Contract	Optional	Contract Mod: 6 characters (A/N) Delivery Order Mod: 2 characters (N)
Transport Code	Postage or Freight	Contract	Conditional	Select from list
Transport Amount	Postage or Freight Charge (No EDI if > \$189.99)	Contract	Conditional	Numeric, xxx.xx
Discount Percent*	Discount Percentage	Vendor	Optional	Numeric, xx.xx
Discount Due Days*	Discount Net Days	Vendor	Optional	Numeric (Integer)
Discount Due Date*	Discount Due Date	Vendor	Optional	yyyy/mm/dd
Discount Amount*	Discount Amount	Vendor	Optional	Numeric, xxxx.xx

* Discounting Rules – if used, only two of the four data elements should be transmitted, in one of these two combinations:

- Use Discount Percent with Discount Due Days **OR**
- Use Discount Amount with Discount Due Date

The Update, Reset, Cancel, and Help Buttons

Update

The **Update** button saves changes made to the public voucher header information, and directs you to the **MOCAS Public Voucher Details Screen** (Section 10) for review or edit.

Clear

The **Clear** button clears/deletes all existing entries on the screen.



The **Help** button opens the online user help message for the screen.

Click [here](#) to cancel modifications returns the voucher to the **MOCAS Submitted Voucher List Screen** (Section 14) unchanged.

APPENDIX A: MOCAS PUBLIC VOUCHER BATCH FILE FORMAT

DFAS WEB INVOICING SYSTEM (WInS)

Instructions:

1. **Each** voucher within the batch submission must have:
 - One 'H' Record
 - One '1' Record (Voucher Header Information)
 - At least one '3' Record (Voucher Line Item Information)
 - Ensure a hard carriage return follows each Record
 - **(Optional)** Voucher may include multiple '2' Records (Voucher Accounting Information)
2. **File Transfer Protocol (FTP) Transmission Instructions:**
 - a. File Structure: File name must be ALL uppercase letters using a combination of your Contractor and Government Entity (CAGE) Code and the submit date separated by an underscore (Cage Code_Century Year Month Day):
Example: 0X0X0_20000215.file extension
 - b. Submit as ASCII textfiles (.txt extension)
 - c. Send no more than five vouchers per test.
 - d. Submit batch files via FTP to the Maxwell Air Force Base/Gunter Annex JANUS gateway: Contact the WInS System Administrators listed in Step 'e' below when you have FTP'd the file(s) so they may initiate the batch test routine. (The production routine runs every hour but the test routine is manually activated)

Server/Host Name: janus.ssg.gunter.af.mil

Test Userid and Password:

Userid:	wintest
Password:	battest1

(Userid and password are case sensitive)

- e. Follow the MOCAS Voucher testing procedures identified in the WInS Startup/Test instructions (<https://ecweb.dfas.mil/notes>) for batch testing. After your DFAS-Columbus Test Partner approves you for 'Live' submission, contact the WInS System Administrators to obtain the production FTP userid and password information:

Sheila Wright: (334) 416-5845; sheila.wright@gunter.af.mil
Ciaran Bolger (334) 416-3587; ciaran.bolger@gunter.af.mil
Bill Lawton (334) 416-5417, william.lawton@gunter.af.mil
AIC John Clark (334) 416-6646, john.clark@gunter.af.mil

- 3. Only submit MOCAS Vouchers via batch mode to WInS if your accounting system has been certified by DCAA for Direct Submission of Interim Voucher to DFAS. Do not submit any BVN0001 (first) vouchers through WInS (manual or batch mode). The first and last voucher for a contract, or where a contract has delivery orders, the first and last voucher for each delivery order, may not be submitted electronically.
- 4. Batch MOCAS Public Vouchers, MOCAS Commercial Invoices, SAMMS Commercial Invoices and STARS Commercial Invoices may be submitted in separate batch transmissions **OR** included in the same batch submission as desired, if batch production approval has been given for multiple invoice types. Separate each invoice or voucher by the appropriate 'H' Record:

H00000VB: MOCAS PV
H00000IB: MOCAS CI.
H00000SB: SAMMS CI
H00000RB: STARS CI

Mandatory Segment. Line beginning with ‘H’ is for use by the WInS EDI translator. Each voucher in the batch must have a separate ‘H’ Record. This line must not be repeated within a voucher. Use hard carriage return to end the ‘H’ Record.					
H Record					
1 - 8	Mandatory	H Record	8	String (AN) (Hard coded: ‘H00000VB’)	Input is H00000VB
Mandatory Segment. Line beginning with ‘1’ is header information. Each voucher in the batch must have a separate ‘1’ Record. This line must not be repeated within a voucher. Use hard carriage return to end the ‘1’ Record.					
1 Record					
1	Mandatory	1 Record ID	1	String (AN) (Hard coded: ‘1’)	Input is 1
2 – 8	Mandatory	Voucher No.	7	String (AN)	Min/Max: 7/7 Format: ‘BVN(a/n)nnn’ Note 11
9 - 30	Optional	Invoice No.	22	String (AN)	Note 1, 2
31 – 38	Mandatory (WInS Provided)	Invoice Date	8	Date (DT)	Note 6
39 – 43	Mandatory	CAGE	5	String (AN)	Min/Max: 5/5 No letter ‘O’
44 – 47	Optional	Task Order	4	String (AN)	Note 1, 2
48 – 60	Mandatory	Contract Number (PIIN)	13	String (AN)	Min/Max: 13/13 No hyphens No letter ‘O’
61 – 64	Conditional	Delivery Order (SPIIN)	4	String (AN)	Min/Max: 4/4 Note 1, 2
65 – 70	Optional	Contract Mod Number	6	String (AN)	Note 1, 2
71 – 77	Mandatory	Ship No.	7	String (AN)	Min/Max: 7/7 Must be identical to Voucher Number Note 11
78 – 85	Conditional (Recommend ed)	Order Start Date	8	Date (DT)	Note 1 YYYYMMDD
86 – 93	Conditional (Recommend ed)	Order End Date	8	Date (DT)	Note 1 YYYYMMDD
94 – 100	Optional	Discount Percentage (%)	7 Including decimal	Real 2 (R2)	Note 1, 3, 4 Examples: 10% 0010.00 5.25% - 0005.25 0.01% - 0000.01
101 – 102	Optional	Discount Due Days	2	Integer (I)	Note 1, 3, 4
103 – 110	Optional	Discount Due Date	8	Date (DT)	Note 1, 4 YYYYMMDD
111 – 126	Optional	Discount Amount	16 Including decimal	Real 2 (R2)	Note 1, 3, 4

127 – 142	Mandatory	Total Amount	16 Including decimal	Real 2 (R2)	Note 3, 8, 9
143 – 146	Conditional (Required when transport dollars provided)	Transport Type	4	String (AN)	Note 1, 5
147 – 162	Conditional	Transport Amount	16 Including decimal	Real 2 (R2)	Note 1, 3 Cannot exceed 189.99
163 – 197	Optional (Recommend ed)	CAO Contact Name	35	String (AN)	Note 1, 2
198 – 217	Optional (Recommend ed)	CAO Phone	20	String (AN)	Note 1, 2
218	Optional	Submit	1	String (AN)	Note 6
219	Optional	Extract	1	String (AN)	Note 6
220 – 225	Mandatory	Payment Office DODAAC	6	String (AN)	Min/Max: 6/6 Note 10
226 – 231	Mandatory	CAO DODAAC	6	String (AN)	Min/Max: 6/6 (example: S0513A) See contract cover page
232 – 266	Optional	Vendor/Company Name	35	String (AN)	Note 6
267 – 301	Optional	Vendor/Company Contact	35	String (AN)	Note 6
302 – 321	Optional	Vendor/Company Phone	20	String (AN)	Note 6
322 – 341	Optional	Vendor/Company Fax	20	String (AN)	Note 6
Conditional Segment. Line beginning with '2' is only required when the contract calls for accounting data to be provided. If used it may be repeated within the voucher. If there is no data for input to this line, leave the entire line out of the transaction. (Note 8) Use a hard carriage return to end each '2' Record.					
2 Record					
1	Conditional	2 Record ID	1	String (AN)	Input is 2
2 – 3	Optional	ACRN	2	String (AN)	Note 1, 2
4 – 9	Optional	CLIN, CLIN/SLIN or ELIN	6	String (AN)	Note 1, 2 CLIN: nnnn CLIN/SLIN: nnnnaa ELIN: an/an/an/an
10 – 25	Optional	Dollars	16 Including decimal	Real 2 (R2)	Note 1, 3, 7, 8
26 – 105	Optional	Long Line of Accounting	80	String (AN)	Note 1, 2

Mandatory Segment. Line beginning with ‘3’ is detail information. At least one (1) iteration of the ‘3’ Record is required per voucher. This field may be repeated within a voucher (Note 9). Use a hard carriage return to end each ‘3’ Record.					
3 Record					
1	Mandatory	3 Record ID	1	String (AN)	Input is 3
2 – 17	Mandatory	Unit Price	16 Including decimal	Real 6 (R6)	Note 3 (minimum 2 spaces past decimal, maximum 6 spaces past decimal)
18 – 97	Optional	Description	80	String (AN)	Note 1, 2 If not used, positions 18 through 97 may be omitted.

Data Format Description:

- A. (AN) is an alphanumeric field.
- B. (DT) is a date field. Further format is given in “Notes” for that line.
- C. (Rx) & (Nx) are numeric fields. The number following the alpha designator denotes the number of decimal places in that field.
- D. Conditional is defined as contract required or contingent on another data field being present.

Notes:

- ** Each voucher must contain one H Record, one ‘1’ Record, and at least one ‘3’ Record. ‘2’ Records are optional.
- ** File Structure - file name should be made up of (all uppercase letters) CAGE Code_Century Year Month Day; i.e. 0X0X0_19990427.
- ** Listed below is the information to FTP into the JANUS gateway: Userid and Password are case sensitive
Server/Host Name: janus.ssg.gunter.af.mil
Userid: winstest
Password: battest1
- ** For testing, provide no more than 5 transactions/records per file.
- ** This file is position sensitive. All positions within a field must be filled.
 - ** When the notes section for a field contains the words “Input is...” the data following those words must be hard coded to the value given.

Note 1: Conditional and Optional fields not containing data must be BLANK filled

Note 2: Alphanumeric field data is left aligned and right BLANK filled to meet field size parameter.

Note 3: Numeric fields (real and integer) must be right aligned, then left zero filled to meet the field size parameter (i.e. total dollars of \$35.75 would be displayed in the UDF as 0000000000035.75 and discount due days of 5 would be displayed as 05).

Note 4: Discount limited to NN.NN format. Right aligned and zero fill to seven positions.

Discount data rules: If discount data is provided two data fields must be provided in one of the following combinations:

Discount % and Discount Due Days OR Discount Due Date and Discount Amount.

Note 5: This field will contain the code I260 denoting freight or F460 denoting postage.

Note 6: There is no input for this field, data block must be BLANK filled. Data is populated by the Web Invoicing System (WInS). **‘1’ Record, file positions 232 through 341 may be omitted from the batch submission.**

Note 7: If using this field for a credit, the minus sign must appear in the first data position of the field. (i.e. dollars of -\$37.95 would be displayed as -000000000037.95) If not used for credit, all positions preceding the dollar amount must be filled with zeros.

Note 8: Aggregate 2 Record (accounting data) must be a positive value. Aggregate 2 Record (accounting data) plus Transport Amount (1 Record, position 147 – 162) must equal Total Amount (1 Record, position 127 – 142).

Note 9: Aggregate 3 Record (detail data) must be a positive value. Aggregate 3 Record (detail data) plus Transport Amount (1 Record, position 147 – 162) must equal Total Amount (1 Record, position 127 – 142).

Note 10: In the following table please refer to the Entitlements level codes rather than Division codes where Entitlements codes are provided:

MOCAS PAYMENT OFFICE NAME	MOCAS PAY OFFICE ADDRESS	MOCAS PAY OFFICE DoDAAC *
North Entitlements	DFAS-CO-JN	
Bunker Hill Division	DFAS-CO-JNB	SC1016
Minuteman Division	DFAS-CO-JNC	SC1032
New Dominion Division	DFAS-CO-JNF	SC1018
South Entitlements	DFAS-CO-JS	HQ0338
Capitol Division	DFAS-CO-JSC	HQ0338
Chesapeake Division	DFAS-CO-JSD	HQ0338
Southeast Division	DFAS-CO-JSA	HQ0338
West Entitlements	DFAS-CO-JW	HQ0339
Gulfcoast Division	DFAS-CO-JWA	HQ0339
Gateway Division	DFAS-CO-JWB	HQ0339
DPRO West Division	DFAS-CO-JWD	HQ0339
Santa Ana Division	DFAS-CO-JWT	HQ0339
Van Nuys Directorate	DFAS-CO-JWV	HQ0339

Note 11: Do not submit any BVN0001 vouchers. A condition of the DCAA certification to direct bill to DFAS, is that the first (e.g., BVN0001 or BVNA001, etc) and last voucher BVNxxxx) must be submitted via hardcopy to DCAA. This applies to the first and last voucher for a contract, or where a contract has delivery orders , for the first and last voucher for each delivery order.

APPENDIX B: ACRONYM LIST

ACO	Administrative Contracting Officer
ACRN	Accounting Classification Reference Number
CAPS	Computerized Automated Payment System
CLIN	Contract Line Item Number
DCMAO	Defense Contract Management Area Office
DFAS	Defense Finance and Accounting Service
DOD	Department of Defense
DODAACS	Department of Defense Activity Address Code
DPPS	Defense Procurement Pay System
DPRO	Defense Plant Representative Office
DSCC	Defense Supply Center Columbus
DSCP	Defense Supply Center Philadelphia
DSCR	Defense Supply Center Richmond
ECRC	Electronic Commerce Resource Center
EDI	Electronic Data Interchange
ELIN	Engineering Line Item Number
FMS	Foreign Military Sales
FTP	File Transfer Protocol
G&A	General and Administrative
IAPS	Integrated Accounts Payable System
ISP	Internet Service Provider
MOCAS	Mechanization of Contract Administration Services
PC	Personal Computer
POC	Point of Contact
PPR	Progress Payment Request
SAMMS	Standard Automated Material Management System
SLIN	Supplemental Line Item Number
SMEs	Small-to-Medium-Sized Enterprises
STARS	Standard Accounting and Reporting System

TDA	Technology Development Activity
URL	Uniform Resource Locator
VAN	Value-Added Network
Web	World Wide Web
WInS	DFAS Web Invoicing System

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